

8-1953

1953-1954 Xavier University Evening Division Bulletin Liberal Arts, Commerce and Finance Course Catalog

Xavier University, Cincinnati, OH

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XAVIER UNIVERSITY BULLETIN

VOL. XXXVI

AUGUST, 1953

No. 3

EVENING DIVISION

LIBERAL ARTS
COMMERCE AND FINANCE



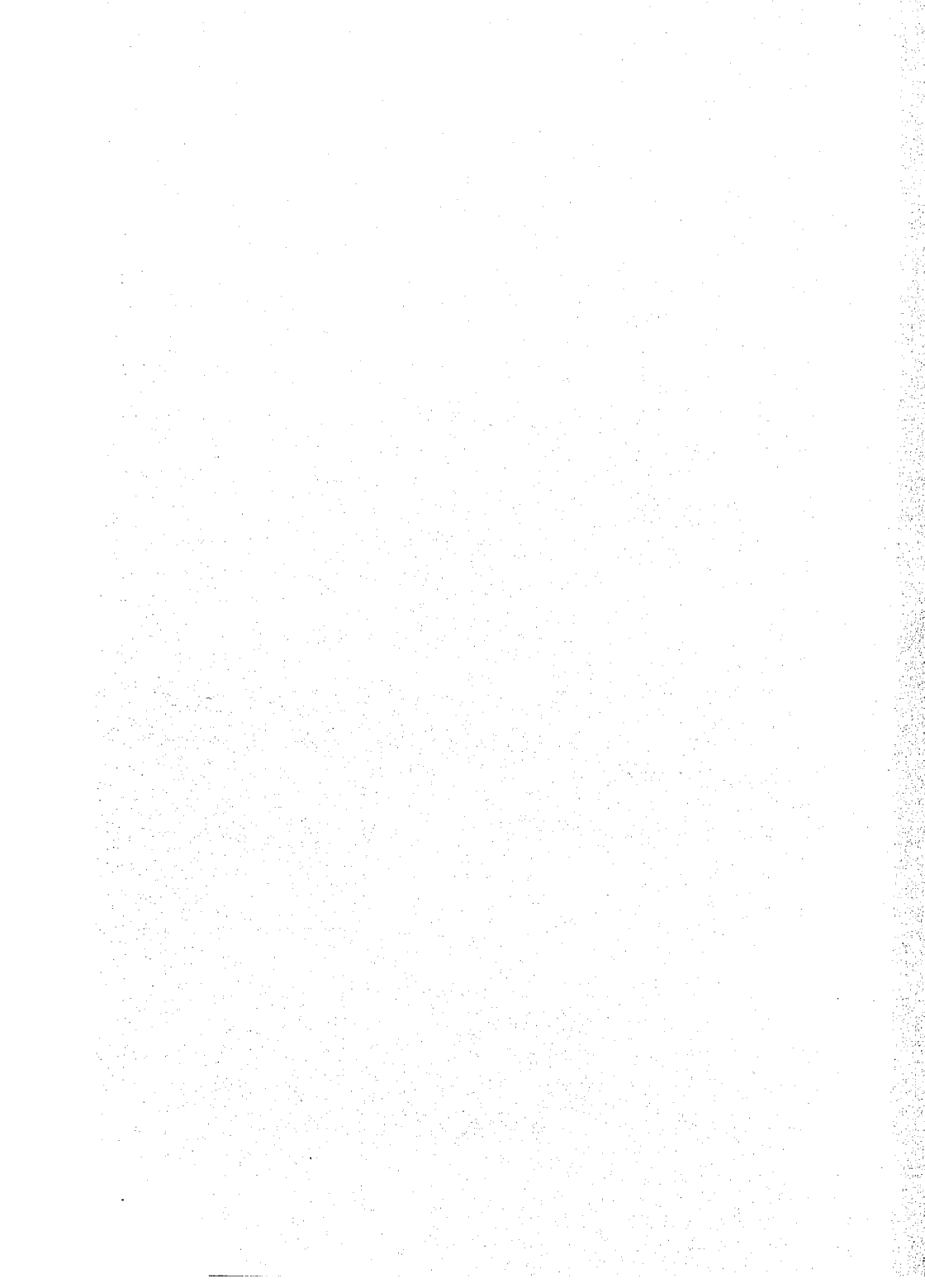
1953-1954

DOWNTOWN COLLEGE

520 SYCAMORE STREET

Parkway 6313. 6314

All Courses Open to Men and Women



XAVIER UNIVERSITY BULLETIN

ANNOUNCEMENT OF THE
EVENING DIVISION
LIBERAL ARTS
COMMERCE AND FINANCE



1953-1954

DOWNTOWN COLLEGE
520 SYCAMORE STREET
CINCINNATI 2, OHIO

SCHEDULE OF FIRST SEMESTER CLASSES—1953-1954

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---|--|--|---|--|
| 6:40-8:20 Beginners' Shorthand | 6:40-8:20 Principles of Salesmanship Business Law—Agency Logic | 6:40-8:20 Beginners' Shorthand | 6:40-8:20 Principles of Economics (Sec. B) | 6:40-8:20 Practical English |
| 6:40-9:15 Advanced Accounting Problems | 6:40-9:15 General Psychology (Sec. A) Applied Business Psychology Psychology of Crime Typing | 6:40-9:15 Intermediate Accounting Rates and Tariff I Personnel Management Business Organization and Management | 6:40-9:15 Principles of Advertising Business English (Sec. B) General Psychology (Sec. B) Abnormal Psychology Typing | 6:40-9:15 Cost Accounting Auditing C. P. A. Review Economics and Problems of Labor |
| The Biological World and Man | Public Speaking—Principles of Speech (Sec. A) | Catholic Literature Plato | Marriage (Sec. B) Creation and Redemption | Rates and Tariff II |
| History of the Labor Movement | The Sacraments | Europe to 1500 | 6:40-9:15 Survey of American Literature | Principles of Wholesaling |
| Transportation and Traffic Management | Mathematics of Finance | Contemporary Problems of World Peace | College Algebra | Interstate Commerce Law |
| Elementary Industrial Statistics | 8:40-9:15 Short Story | Elementary French | General Ethics | Rhetoric and Composition |
| Principles of Marketing | English Constitutional History | Elementary Spanish | The Great Books | Comparative Foreign Government |
| Money and Banking | Text of St. Thomas | Metaphysics | Dictation | Intermediate French |
| Shakespeare | 6:40-10:10 Introductory Accounting (Sec. A) | | 6:40-10:10 Introductory Accounting (Sec. B) | Intermediate German |
| The United States, 1763-1865 | 8:25-10:10 Principles of Economics (Sec. A) | | 8:25-10:10 Collective Bargaining—Human Relations and Labor Relations | Intermediate Spanish |
| French Conversation and Composition | Christian Theory of Economics | | Business Law—Contracts | |
| German Conversation and Composition | Business English (Sec. A) | | General Psychology (Sec. C) | |
| Teatro Del Siglo De Oro | Marriage (Sec. A) | | Public Speaking—Principles of Speech (Sec. B) | |
| Philosophy of Nature (Cosmology) | The Church | | | |
| | Public Relations—Principles and Techniques | | | |

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CALENDAR

| 1953 | | | | | | | | | | | | | | 1954 | | | | | | | | | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|----|
| JANUARY | | | | | | | JULY | | | | | | | JANUARY | | | | | | | JULY | | | | | | | |
| S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | |
| .. | .. | .. | .. | 1 | 2 | 3 | .. | .. | .. | 1 | 2 | 3 | 4 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 2 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 26 | 27 | 28 | 29 | 30 | 31 | .. | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | 31 | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | |
| FEBRUARY | | | | | | | AUGUST | | | | | | | FEBRUARY | | | | | | | AUGUST | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | .. | .. | .. | .. | .. | 1 | .. | .. | 1 | 2 | 3 | 4 | 5 | 6 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | |
| .. | .. | .. | .. | .. | .. | .. | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | .. | .. | .. | .. | .. | .. | 29 | 30 | 31 | .. | .. | .. | .. | |
| .. | .. | .. | .. | .. | .. | .. | 30 | 31 | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | |
| MARCH | | | | | | | SEPTEMBER | | | | | | | MARCH | | | | | | | SEPTEMBER | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | .. | 1 | 2 | 3 | 4 | 5 | .. | .. | 1 | 2 | 3 | 4 | 5 | 6 | .. | 1 | 2 | 3 | 4 | 5 | 6 | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 29 | 30 | 31 | .. | .. | .. | .. | 27 | 28 | 29 | 30 | .. | .. | .. | 28 | 29 | 30 | 31 | .. | .. | .. | 26 | 27 | 28 | 29 | 30 | .. | .. | |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | |
| APRIL | | | | | | | OCTOBER | | | | | | | APRIL | | | | | | | OCTOBER | | | | | | | |
| .. | .. | .. | 1 | 2 | 3 | 4 | .. | .. | .. | 1 | 2 | 3 | .. | .. | .. | 1 | 2 | 3 | .. | .. | .. | .. | 1 | 2 | 3 | 4 | .. | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | |
| 26 | 27 | 28 | 29 | 30 | .. | .. | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | 31 | .. | .. | .. | .. | .. | .. | |
| MAY | | | | | | | NOVEMBER | | | | | | | MAY | | | | | | | NOVEMBER | | | | | | | |
| .. | .. | .. | .. | 1 | 2 | .. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | .. | .. | .. | .. | 1 | .. | .. | 1 | 2 | 3 | 4 | 5 | 6 | .. | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | .. | .. | .. | .. | .. | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | .. | .. | .. | .. | |
| 31 | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | 30 | 31 | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | |
| JUNE | | | | | | | DECEMBER | | | | | | | JUNE | | | | | | | DECEMBER | | | | | | | |
| .. | 1 | 2 | 3 | 4 | 5 | 6 | .. | 1 | 2 | 3 | 4 | 5 | .. | .. | 1 | 2 | 3 | 4 | 5 | .. | .. | 1 | 2 | 3 | 4 | 5 | 6 | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | |
| 28 | 29 | 30 | .. | .. | .. | .. | 27 | 28 | 29 | 30 | 31 | .. | .. | 27 | 28 | 29 | 30 | .. | .. | .. | 26 | 27 | 28 | 29 | 30 | 31 | .. | |
| .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | .. | |

Evening Division Calendar

1953

First Semester

| | |
|--------------------------------|---|
| SEPTEMBER 10 | Registration for the first semester begins. |
| SEPTEMBER 22 (TUESDAY) | Instruction begins. |
| OCTOBER 6 | Final date for late registration. |
| OCTOBER 20 | Subject for Seniors' theses approved. |
| NOVEMBER 10 | Mid-semester examinations begin. |
| NOVEMBER 11 | Armistice Day. Holiday. |
| NOVEMBER 26, 27 | Thanksgiving holidays. |
| DECEMBER 8 | Feast of Immaculate Conception. Holiday. |
| DECEMBER 19 | Christmas recess begins. |

1954

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| JANUARY 4 | Classes resume. |
| JANUARY 25 | Semester examinations begin. |
| JANUARY 25 | Registration for the second semester begins. |
| JANUARY 30 | End of first semester. |

Second Semester

| | |
|-------------------------------|-----------------------------------|
| FEBRUARY 4 (THURSDAY) | Instruction begins. |
| FEBRUARY 18 | Final date for late registration. |
| MARCH 25 | Mid-semester examinations begin. |
| APRIL 15, 16 | Easter recess. |
| MAY 14 | Senior theses due. |
| MAY 24 | Semester examinations begin. |
| MAY 27 | Ascension Thursday. Holiday. |
| JUNE 3 | End of second semester. |
| JUNE 6 | Baccalaureate Exercises. |
| JUNE 9 | Commencement Exercises. |

Evening Division Administration

| | |
|---|---|
| JAMES F. MAGUIRE, S.J., M.A., S.T.L..... | President |
| VICTOR B. NIEPORTE, S.J., A.M., S.T.L..... | Regent |
| IRVIN F. BEUMER, B.S.C., M.A..... | Dean (1952-53) |
| RUSSELL J. WALKER, B.B.A., M.A., C.P.A..... | Dean |
| GERALD E. HARRIMAN, B.S., M.A..... | Assistant Dean and Director of Veterans' Education |
| HELEN M. SOMMER..... | Secretary and Assistant Registrar |

Evening Division Faculty

| | |
|---|------------------------|
| RAYMOND W. ALLEN, S.J., M.S., S.T.L., PH.D..... | Economics |
| WALTER F. BEHLER, B.S. IN B.A., C.P.A..... | Accounting |
| CLIFFORD S. BESSE, S.J., A.B., CAND., PH.D..... | Economics |
| WILLIAM L. BLUM, A.B., M.B.A., LL.B..... | Economics |
| JAMES BOFF, B.S., M.S.C..... | Economics |
| JOSEPH E. BOURGEOIS, A.B., A.M., CAND., PH.D..... | German |
| W. THOMAS BRYAN, B.S., M.A., PH.D..... | Economics |
| PAUL L. BURKHART, B.S.C..... | Accounting |
| THOMAS P. CONRY, S.J., M.A., PH.D..... | History |
| EDWIN B. CUNNINGHAM, A.B., M.A..... | Psychology |
| ROBERT L. CUNNINGHAM, A.B., PH.D..... | Philosophy |
| DANIEL DE GUZMAN, A.B., M.A..... | French |
| EUGENE J. ETTER, B.S. IN B.A..... | Economics |
| JOSEPH H. EVERSMAHN, C.P.A..... | Accounting |
| LOUIS A. FELDHAUS, A.B., A.M..... | English |
| JOHN FINUCAN, C.P.A., B.S.C..... | Accounting |
| H. KENNETH FITZGERALD, A.B., M.A., D.S.W..... | Sociology |
| GEORGE P. FLAMM..... | Economics |
| LEONARD C. GARTNER, A.B., LL.B..... | English, Speech |
| JAMES P. GLENN, A.B..... | English |
| EDWARD J. GOODMAN, A.B., M.A., PH.D..... | History |
| IGNATIUS A. HAMEL, A.B., A.M., PH.D..... | Psychology |
| PAUL W. HARKINS, A.B., A.M., PH.D..... | Psychology, Philosophy |

| | |
|--|------------------------|
| GERALD E. HARRIMAN, B.S., M.A. | Economics |
| ROBERT H. HELMES, B.S., M.A. | English |
| WILLIAM P. HETHERINGTON, S.J., PH.D., S.T.L. | Greek |
| LAWRENCE R. JACKSON | Economics |
| FLOYD A. KEELING, LL.D., D.D., TH.D. | Economics |
| GLEN A. LAGRANGE, A.B., M.A. | Psychology |
| JEROME G. LEMMER, S.J., M.A., S.T.L., PH.D. | Philosophy |
| MAURICE LINK, S.J., LITT.B., A.M. | History |
| JOSEPH F. LINK, JR., M.ED., D.SC. (HON.), CAND., PH.D. | Economics |
| GILBERT C. LOZIER, B.A., M.PH. | French |
| FRANK L. LUKEN, PH.B., M.B.A., CAND., PH.D. | Economics |
| JAMES V. MCCUMMISKEY, S.J., M.A., S.T.L. | Sociology |
| WILLIAM MARCACCIO, B.S., M.S. | Mathematics |
| BERNARD L. MARTIN, A.B., M.A. | English |
| JOHN G. MAUPIN, B.S.ED., A.M. | Speech |
| LEO H. MEIROSE, A.B. | Spanish |
| JOHN L. MUETHING, A.B., LL.B. | Economics |
| EDWARD J. MURRAY, A.B., M.B.A. | Economics |
| F. ALLAN NOLAN, A.B. | English |
| JOHN T. NOLAN, JR., A.B., A.M. | English |
| PETER E. NOLAN, S.J., S.T.L., PH.D. | Theology |
| JOHN R. O'LEARY, A.B., LL.B., M.ED. | Economics, Mathematics |
| JOSEPH C. OSUCH, S.J., M.A., S.T.L. | Theology |
| FRANK A. PETERS, A.B., A.M., PH.D. | History |
| JOSEPH J. PETERS, S.J., A.M., M.S., PH.D. | Biology |
| PAUL J. RIESELMAN, PH.B. | German |
| ANN RUEGER, A.B. | Typewriting |
| WILLIAM E. SAUTER, A.B., M.A. | Philosophy |
| GEORGE L. SCHLEGEL, C.P.A. | Accounting |
| CLEMENT J. SCHUCK, B.S. | Economics |
| HERBERT T. SCHWARTZ, A.B., M.A., PH.D. | Philosophy |
| GEORGE C. SELZER, B.S.C., M.S.C. | Accounting |
| LAWRENCE W. SELZER, B.S.C. | Accounting |
| JOSEPH H. SETTELMAYER, LL.B. | Economics |
| THOMAS M. SHIELDS, S.J., S.T.L., M.A. | Sociology |
| CLARENCE J. STEUER, B.S. | Mathematics |
| JAMES G. SHEEHAN, B.S.C., M.A., CAND., PH.D. | Economics |
| EDWARD H. SUNDERMANN | Economics |
| JOHN F. TAFURI, B.S., M.S., PH.D. | Biology |

| | |
|--|-------------|
| A. RAYMOND TILTON, B.S.C., M.ED. | Accounting |
| JOHN L. UHL, S.J., A.M. | Philosophy |
| LUCIEN VALLEE, A.B., M.A. | Economics |
| ALBERTO VASQUEZ, A.B. | Spanish |
| ARTHUR W. VOLCK, A.B. | Economics |
| RUSSELL J. WALKER, B.B.A., M.A., C.P.A. | Accounting |
| EDWIN P. WENNER, A.B., B.S., M.S., PH.D. | Shorthand |
| JOHN J. WENZEL, S.J., A.B., S.T.L. | Theology |
| MARGUERITE G. WERNER, B.S. | Typewriting |
| WILLIAM H. WILLER, A.B., A.M., PH.D. | English |

General Information

History. Xavier University Evening Division, formerly known as the School of Commerce of St. Xavier College, was opened in October, 1911, for young men who realize that scientific training is the best equipment for success in modern business. Non-Catholics as well as Catholics were admitted to the classes from the very beginning of the school.

A department of Journalism was organized in 1913, of Advertising in 1914, of Sociology in 1918. Shortly after, these departments were incorporated into the Department of Commerce and Finance, and the Department of Liberal Arts. The Department of Liberal Arts has grown steadily, approximating in courses and student enrollment the Department of Commerce and Finance.

The absence of an evening college where women might receive a cultural or business education induced the authorities to admit women to all courses in the Evening Division. For the past two decades women students have represented an average of forty-five per cent of the entire enrollment.

The Evening Division is an integral part of the University. The standards of academic achievement are equivalent in method, character, and credit value to those of the day session.

Courses in business are taught by men of wide business experience and broad university training. The Liberal Arts courses and instructors are, with few exceptions, the same as for the day session. Business, professional, technical, literary, and cultural training are integrated in a well-balanced program of general education in harmony with the Catholic philosophy of life.

Location. From 1911-1919, Xavier Evening Division shared the college quarters at Seventh and Sycamore Streets, and after the removal of the Day College to Avondale, the evening classes continued in session at Seventh and Sycamore. In August of 1935 the Evening Division moved to 520 Sycamore Street, its present location.

General Objectives. As a Catholic and Jesuit institution, Xavier University adheres to the definite philosophy embodied in the Encyclical of Pius XI "On Christian Education of Youth" (1919): "... Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic, and social, not with a view of reducing it in any way, but in order to elevate, regulate, and perfect it. . . ."

System of Education. Xavier University is one of a group of twenty-seven Jesuit colleges and universities in the United States. From the Jesuit Order the University has received a rich heritage of four centuries of educational experience together with an educational system which is truly psychological, philosophically sound, and sufficiently elastic to make allowances

for the widely varying circumstances of time and place. To all that is most valuable in older learning is added what is really worthwhile of modern educational subjects and techniques.

Accreditation. The University is accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution, and is approved by the Department of Education of the State of Ohio, by the Board of Regents of the University of the State of New York, and by the University of Illinois.

Affiliation. The College of Music of Cincinnati is affiliated with Xavier University. Liberal Arts credits earned at the College of Music are accepted toward the Bachelor of Arts and Bachelor of Science degrees by Xavier University. Correspondingly, credits required for the Bachelor of Music degree, which are not given at the College of Music, will be accepted from Xavier University.

Memberships. To stimulate active interest in matters educational and to afford both faculty and students the value of recent research, the University maintains membership in the following educational and learned organizations:

- The Jesuit Educational Association
- The National Catholic Educational Association
- The American Association of Collegiate Registrars
- The American Catholic Historical Society of Philadelphia
- The American Catholic Philosophical Association
- The American Council on Education
- The American Historical Association
- The American Library Association
- The Association of American Colleges
- The Association of Ohio College Registrars
- The Association of University Evening Colleges
- The Catholic Library Association
- The Mississippi Valley Historical Association
- The National Conference of Church-Related Colleges
- The National Education Association
- The Ohio College Association
- The United States Catholic Historical Society
- The United States Field Artillery Association

The University is represented in many other associations and societies through the individual memberships of its faculty.

Purpose of the Evening College. The Evening College of Xavier University conducts a large number of university courses in the Department of Liberal Arts and in the Department of Commerce and Finance. These courses have been arranged especially for men and women who are engaged during the day, who experience the need of additional education,

and who wish to devote one or more evenings a week to the study of particular subjects of interest.

Objectives of the Department of Liberal Arts. The Department of Liberal Arts aims to produce educated Christian men and women of character, who think straight, vigorously and independently in the light of a consistent philosophy of life that sees life whole; who express themselves in oral and written speech clearly, effectively and securely; who adopt a scientific attitude of mind toward the problems of their environment with a view to controlling them for their own well-being and that of their fellow men; who understand why they must be moral, understand the religion they profess, and in accordance with that profession act uprightly and finely in their relations to God, their fellow men, and themselves. The Department of Liberal Arts has a threefold purpose:

1. To offer opportunities to high school graduates to begin or complete required and elective subjects towards degrees.
2. To provide high school graduates with opportunities to fulfill pre-legal requirements.
3. To present fields of study to persons interested in cultural subjects.

Objectives of the Department of Commerce and Finance. The Department of Commerce and Finance, like the Department of Liberal Arts, aims first at producing men and women of Christian education and character. Specifically, it provides the scientific training which is essential to success in modern business. Through a progressive system of courses it offers not only a formal education in this field, but also a wide range of practical suggestions which have been drawn from the accumulated experience of successful business minds. The Department of Commerce and Finance has a fivefold purpose:

1. To provide those who are able and qualified with four year programs of study leading to certificates in various specialized fields.
2. To provide those who are able and qualified with a longer program of study leading to the Degree of Bachelor of Science in Business Administration.
3. To offer to special students particular courses which they may desire either for general knowledge of the workings of business or for aid in the work in which they are employed.
4. To offer specialized training in the field of accounting for those who desire to enter the accounting profession and who wish to take the C.P.A. examination.
5. To offer other courses and programs which commercial, industrial, social, civic, and educational needs may dictate.

Types of Courses. Three types of courses are available to students in Xavier University Evening College:

1. For the majority of its students of business, the Evening Division strongly recommends the progressive programs, certificate (4 years), and degree (6 years or longer). These programs require attendance at least two nights a week. The certificate programs, while complete, are fundamental and in most cases, credits earned may be applied to the Bachelor of Science in Business Administration degree program.
2. For the majority of students electing cultural courses, the progressive program leading to the Bachelor of Arts or Bachelor of Science degree is recommended.
3. Students of sufficient maturity, experience, and previous education may take any individual subject. These subjects are given in classes which meet one or two evenings a week for a half year or a full year.

Awards. *The Kappa Sigma Mu Scholarship Award* (First Prize \$25.00) is awarded to the Freshman or Sophomore student who attains the highest scholastic average in a degree or certificate program.

The Kappa Sigma Mu Scholarship Award (Second Prize \$10.00) is awarded to the Freshman or Sophomore student who attains the second highest scholastic average in a degree or certificate program.

The J. D. Cloud Accounting Award. This prize of \$10.00 is awarded to the student of the Evening College in the Senior Accounting Class attaining the highest average for his third and fourth years' work.

The John T. Nolan, Jr., Catholic Literature Award. A \$25.00 savings bond is granted to the student who excels in the study of Catholic Literature.

The Xavier University Alumnae Association Scholarship Award. This award of \$25.00 applicable toward tuition, is presented to the alumnae member in good standing enrolled in a certificate or degree program whose average for the year is highest.

The Accounting Award of the Cincinnati Chapter, American Society of Women Accountants. This award of \$25.00 is granted to a woman student in the Evening College for excellence in the study of Accounting.

The Cincinnati Industrial Advertisers Award. A \$50.00 savings bond will be awarded to the student conceiving and designing the best advertising campaign at the Evening College.

Cincinnati Traffic Club Scholarship Award. A scholarship with a value of \$50.00 for the study of Transportation and Traffic Management is granted by the Cincinnati Traffic Club to a man or woman, first year student, for the study of the first or second year basic course in Traffic Management.

The Cincinnati Chapter, National Association of Cost Accountants Manuscript Writing Award. This award of \$25.00 is granted to the student submitting the best manuscript on a subject of working interest to the accountant in industry.

School Organizations. Xavier University Evening Division has provided several forms of student activities and organizations for the purpose

of promoting religious, social, academic, and cultural relations among the student body. All student organizations are under the supervision of the Dean. The University reserves the right to moderate, or discontinue, any student activity or organization.

The Social Committee. All students interested in the social functions of the Evening College are invited to participate actively in this organization. All social and extra-curricular activities of the Evening College are under the direction of this group. A year-round program of parties, dances, picnics, hobby clubs, etc., gives satisfying outlets to the varying social interests of the student body.

The Economics Club. Founded in 1933 as the Commerce Club, this group combines a discussion program with social activities. Outstanding Cincinnati business men are guest speakers at the monthly meetings. Membership is open to students of economics.

The Family Relations Club of the Catholic Colleges of Greater Cincinnati has a dual purpose: (1) to develop and strengthen in the members the right and wholesome attitude toward Christian marriage and family life, and further a true appreciation of the dignity and beauty of the Christian home, as well as the privilege of duties and obligations involved; (2) to offer the community a clear interpretation of the Catholic position on marriage and the family, and an authoritative refutation of erroneous views relative thereto. Student and guest speakers participate in the regular monthly meetings. The apostolic work of the club is carried out by utilizing "a work shop technique" in four committees on the following activities: public speaking, radio and television presentations, writing, research, surveys, arranging pre-Cana conferences for engaged couples, and sponsoring Christian recreation in the home, school, and parish. Members are trained in these various works by experts in these fields.

Kappa Sigma Mu. Composed of present and former students, Kappa Sigma Mu is a student as well as an alumna organization. Men and women students are eligible for membership. Membership is limited to students who have been in attendance for at least four semesters and who are leaders in curricular and extra-curricular activities. Membership is by invitation only. The purpose of the organization is to strengthen and perpetuate college friendships among students of the Evening Division.

The Xavier Accounting Society, organized in 1947, has as its prime objectives the broadening of knowledge and the deepening of the interest of its members in the field of accounting; the promotion of mutual helpfulness and the fostering of fellowship in the pursuit of this worthy aim. Monthly meetings are devoted to papers, discussions and lectures. The guest speakers are outstanding professional accountants and business executives. Accounting students are eligible to membership.

The Xavier University Alumnae Association. Any woman student who has acquired 30 or more credits in residence is eligible for membership. The group was founded in 1926 and is affiliated with the International Federation of Catholic Alumnae.

Xavier Television Program. Xavier Television Program "Xavier Presents," a student-produced radio show begun in 1946, has been revised for television and is now presented weekly over Cincinnati's WCPO-TV station each Saturday afternoon. The show is completely produced by the students who plan the production, write the scripts, recruit the talent, conduct rehearsals, and participate as announcers, actors, and performers. Guest performers are presented each week from the colleges and universities in the tristate area.

Placement and Guidance Service. The University operates a Guidance and Placement Center to assist the students in their educational, vocational and occupational plans.

The Guidance Service assists the student to know himself. It will aid him in learning his qualifications, strengths and limitations. Through a series of tests a study is made of his interests, aptitudes, abilities and personality traits. These together with a knowledge of his background and training will afford the counselor an appraisal of the student. Through personal interviews recommendations will be made so that the student may choose his life's work more intelligently and more in accord with his personality. *A fee is charged for this service.*

The Placement Service is maintained to assist the student in finding suitable employment in accordance with his training. This service has available occupational material. It makes contact with companies and alumni and arranges for company representatives to confer with the student. The Service also aids as much as possible in part-time employment. *There is no charge for this service.*

General Administration

Admission. Because the Evening Division is intended to serve the educational needs and interests of persons who are occupied in business or other pursuits during the day, the requirements for admission to the evening classes have been given a degree of flexibility. Accordingly, an applicant for the evening classes may establish his eligibility either by graduation from a formal high school course, by examination, or by the attainment of sufficient maturity and experience to enable him to follow an evening course with profit.

Evening students who wish to extend their studies beyond the four-year evening curricula, in order to fulfill the requirements of Bachelors' Degrees must, in every case, satisfy the entrance requirements stated *below*.

Admission to Certificate Programs.

Those who wish to enter the certificate programs must submit a certificate of graduation from high school with an official record of at least 15 units of satisfactory work. Those who have not completed these units may be admitted as *Certificate Students* if they pass with a satisfactory grade those examinations prescribed by the University.

If the student wishes to receive credit for even the first semester of a Certificate Program, he must submit this record of high school work, or must pass the prescribed examinations *before* he enters the Certificate Program.

Those who have completed a Certificate Program are not *ipso facto* eligible for admission to a Degree Program.

Admission to Degree Programs.

1. *Graduates of Accredited High Schools.* The usual method of admission for high school graduates is by certificate of graduation from an accredited high school together with an official record of units and an official recommendation from the principal. A unit is the equivalent of a subject extending through a school year of thirty-six weeks with five recitations per week. A minimum of fifteen units is required.

In presenting the fifteen units for admission an applicant may offer either nine units distributed as follows:

| <i>Subjects</i> | <i>Units</i> | <i>Subjects</i> | <i>Units</i> |
|--------------------|--------------|--------------------------|--------------|
| English | 3 | Algebra | 1 |
| Language | 2 | Plane Geometry | 1 |
| History | 1 | Science | 1 |

or ten units in four sequences, two major sequences (three units each) and two minor sequences (two units each). The sequences will be selected from the five groups of subjects listed below. Not more than one of the required sequences may be accepted from any one group, except *Group B*, where sequences may be offered in each of two languages.

Group A. English and Speech. A major sequence must be offered from this group.

Group B. Language. The languages acceptable in this group are Greek, Latin, French, German, Italian, Polish, and Spanish. Any sequence must be in a single language and no more than two sequences will be acceptable.

Group C. Mathematics. A minor sequence in this group must be offered and must include one unit of algebra and one unit of plane geometry. For all applicants, a unit of physics may be combined with a minor sequence in mathematics to form a major sequence.

Group D. Science. No more than one unit in any one science may be offered. Physics may not be counted toward a science sequence if it is counted in the mathematics group toward a major sequence. If biology be included, neither botany nor zoology may be counted.

Group E. Social Studies. The subjects and the number of units in each subject which are acceptable from this group are as follows:

| <i>Subjects</i> | <i>Units</i> | <i>Subjects</i> | <i>Units</i> |
|--------------------------|--------------------|---------------------|--------------------|
| History..... | 1 to 4 | Commercial Law..... | $\frac{1}{2}$ |
| American Government..... | $\frac{1}{2}$ to 1 | Geography..... | $\frac{1}{2}$ |
| Economics..... | $\frac{1}{2}$ | Sociology..... | $\frac{1}{2}$ to 1 |

The remaining units may be in any subjects counted toward graduation by an accredited high school. However, single half units in languages will not be acceptable.

Applicants who have a deficiency in their sequences not to exceed two units, and who meet all other requirements will be admitted as deficient. This deficiency, however, must be removed before admission to Sophomore standing.

2. *Mature students who are not high school graduates*, may be admitted to the Degree Program by examination. The examination will include various tests which will determine whether such applicants have the ability to do satisfactory college work. All applicants admitted by examination will be admitted on probation. The probation period will continue for at least one semester.

Admission to Special Evening Courses. Although the school usually recommends a complete curriculum, students who possess sufficient maturity, experience and educational foundation are permitted to take certain individual courses without following a complete curriculum.

Admission with Advanced Standing. Evening students who have satisfactorily completed college work in other recognized colleges or univer-

sities will be given credit for such work to the extent that it satisfies the requirements of a curriculum in the Evening Division of Xavier University.

Readmission. Readmitted students who have been absent for more than two years are subject to the curricular requirements in force at the time of their readmission. If a student has attended another school since his withdrawal from the Downtown College of Xavier University, a record of that work must be submitted before readmission.

Veterans who apply for readmission, however, may qualify for degrees and certificates under requirements in force at the time of their departure from the Downtown College for military service, depending upon their classification at the time of their entrance in the service.

Registration. Fixed dates in each semester are reserved for registration and are to be found in the academic calendar on page 7 of this catalog.

College Year. The college year usually begins the third week in September and ends the fourth week of May. It is divided into two semesters. There is a Christmas and an Easter recess. Classes are not usually held on legal holidays nor on the more solemn religious festivals of the Catholic Church.

Time of Classes. Classes are held on Monday, Tuesday, Wednesday, Thursday, and Friday from 6:40 to 8:20; 6:40 to 9:15; 6:40 to 10:10, and 8:25 to 10:10.

Unit of Instruction—Credit Hour. A unit of instruction is one class hour a week for one semester. The unit is called a *credit hour* and is the measure of work in the Evening Division. A weekly two-hour period of laboratory work is considered equivalent to one credit hour. The fundamental accounting courses include lecture and laboratory work.

Grading System and Reports. At the middle and the end of each semester the student receives an estimate of the quality of his work in each of the courses which he has pursued. This estimate is based upon the combined results of examinations and class work, and is expressed by the following symbols:

- A—Exceptional. Indicates not only high achievement but also an unusual degree of intellectual initiative.
- B—Good. Indicates attainment above the average.
- C—Average. Indicates the normal attainment for the average student.
- D—Inferior. Indicates passing work but below the normal attainment.
- F—Failure.
- FA—Failure because of excessive absences.
- I—Incomplete; grade withheld pending fulfillment of assignment.
- W—Withdrawal (approved).
- WP—Withdrew passing.
- WF—Withdrew failing.
- X—Absent from examination.

Quality Points. A candidate for a bachelor's degree must earn not only the number of credit hours (120) required for the bachelor's degree, but his work must also possess a certain excellence which is measured by *quality points*.

The number of quality points is determined partly by the grade received and partly by the number of credit hours attached to the course. Quality-point averages, however, are determined on the basis of hours attempted, not merely passed, and quality points earned. The grade points are as follows:

A—Four points per credit hour

C—Two points per credit hour

B—Three points per credit hour

D—One point per credit hour

The number of quality points which will be received for any course is the number of points attached to the grade received multiplied by the number of credit hours attached to the course. The scholastic standing of the student at the end of any semester is the ratio of the total number of quality points received to the total number of credit hours carried in that semester.

Student Classification. Students are classified as *Sophomores* who have at least twenty credit hours and forty quality points; *Pre-Juniors*, who have forty credit hours and eighty quality points; *Juniors*, who have sixty credit hours and one hundred and twenty quality points; *Pre-Seniors*, who have eighty credit hours and one hundred and sixty quality points; *Seniors*, who have one hundred credit hours and two hundred quality points. The Freshman, Sophomore and Pre-Junior years are grouped as lower division years; Junior, Pre-Senior and Senior as upper division years.

Students are also classified as *Degree Students*, if they are working for a degree; *Certificate Students* if they are working for a certificate; *Special Students*, if they are taking one or more courses for credit without reference to a program; *Auditors*, if they do not elect to fulfill scholastic requirements for academic credit.

Major. The major will ordinarily consist of a minimum of eighteen credit hours of *upper division* work completed with an average of C in one department. This work will suppose the completion of required courses of *lower division* work (C average) in the department of the major.

In the departments of classical and modern languages *lower division* work is not satisfied by beginning courses or their equivalent.

Minor. The minor will ordinarily consist of a minimum of twelve credit hours of *upper division* work in another department approved by the student's adviser and completed with an average of C. This work will suppose the completion of required courses of *lower division* work (C average) in the department of the minor.

Attendance.

1. To secure credit in any course in which he is registered, the student is required to attend classroom exercises *regularly* and *promptly*. Absences due to late registration, or to a change in course even at the recommendation of the office, date from the day of opening announced in the calendar.
2. Attendance and preparation are required at all classroom exercises as primary conditions for meriting academic credit.
3. Three absences in any one course automatically disqualify the student from receiving credit for the course.
4. Absences caused by serious illness may be excused, wholly or in part, by the Dean.
5. Tardiness at class or leaving class before the expiration of the period will be counted as one-half of an absence.

Withdrawal. A student who wishes to withdraw from one or more of his courses must sign at the Office a notification of intention to withdraw. *A student is considered in attendance until this formal notice of withdrawal has been duly signed.* No withdrawal is effective earlier than the date recorded on this signed notice.

Examinations.

1. Examinations in all subjects are held at the middle and the close of each semester. The result of the mid-semester and the semester examinations, combined with the student's classwork, will determine his grade for the semester. No academic credit is given unless a passing grade is obtained.
2. A student who has been absent from a regularly scheduled examination will receive a grade of X if the excuse for the absence is acceptable to the Dean, otherwise the absentee will receive an automatic failure. Absence, however, does not excuse a student from the requirement of a special examination at a time determined by the Dean. If an X grade is not removed within thirty days a grade of F will be given for the course.
3. A fee of \$2.00 will be charged for each special examination taken before or after the regularly scheduled examination. No charge will be made if an examination is missed because of illness if the illness is reported to the school office prior to the time of the scheduled examination.
4. Auditors are not obliged to take examinations.

Censures. Any student whose quality-point average is below 1.5 for each session of the first year, or 1.75 for each session of the second year, or 2.0 for each session of the succeeding years will be automatically placed on probation.

This censure excludes the student from participation in any extra-curricular activity except of a religious nature, and reduces the number of credit hours which the student may carry.

The censure will continue for at least one session. At the end of this session any student on probation who fails to average "C" in the semester's work will be dismissed from the University. Any student on probation whose semester average is "C," but whose general overall average is below "C," will be continued on probation for one more session. If, at the expiration of the continued probationary period, the student's average is below "C" he will be dismissed from the University.

Any student whose quality-point average is low, but not so low as to warrant the censure of probation, may be placed on the "warned" list.

This censure does not demand a reduction of the student's load nor does it positively exclude the student from participation in extra-curricular activities, but such participation may be restricted at the discretion of the dean or the departmental adviser.

Failure in a number of courses is regarded as poor scholarship. At the discretion of the dean, such a student will be excluded from registration in the University for at least one session. Permission to return after one session, or at any subsequent time, will be granted only at the discretion of the Committee on Admissions.

If a student is placed under scholastic censure, the University assigns the right to change or limit the student's program of courses to the student's departmental adviser or to the dean. The same right will be exercised in the case of poor health or other circumstances unfavorable for study.

The University reserves the right to censure the conduct of any student on or off the campus in accord with the generally accepted norms of good behavior, Catholic practice, and Catholic principles of morality. This censure will be regarded as purely disciplinary and may take the form of correction, suspension, or dismissal which the President of the University, upon advice of the Committee on Student Problems, may deem appropriate. Suspension will carry with it the loss of credit hours. When a student incurs the disciplinary censure of dismissal, or withdraws while under the censure of suspension, the University has the right to declare, at the discretion of the president, the fact of disciplinary censure to the admissions officer of any educational institution to which the student may subsequently apply.

Transcript of Records. Upon the student's request the Evening College will send one complete transcript of his scholastic record to any educational institution or business organization. If more than one transcript be requested, a charge of two dollars will be assessed for each additional transcript. No transcripts are issued during the busy periods of registration or examination. Transcripts are issued only after the student has fulfilled all financial obligations to the University.

Tuition and Fees. Registration for a course or courses makes the student liable for the tuition of the whole semester. *All tuition and fees required from students must be paid before the third class-session of each semester.* Students failing to discharge these obligations promptly are subject to dismissal.

1. The tuition fee for all subjects is \$8.50 per class hours.
2. Students registering at Xavier University for the first time pay a matriculation fee of \$5.00.
3. Additional fees:
 - a. Biology Course (each semester) \$ 1.00
 - b. Typewriting Course (each semester) 1.00
 - c. Special Examination 2.00
 - d. Certificate Fee 10.00
 - e. Bachelor's Degree Fee 25.00
 - f. Xavier University News. (Required). Per semester75

NOTE.—STUDENTS CARRYING THREE HOURS WORK OR LESS MUST PAY IN FULL AT THE TIME OF REGISTRATION; OTHERS MUST PAY A MINIMUM OF \$25.50 PLUS ALL FEES (REGISTRATION, XAVIER UNIVERSITY NEWS, TYPEWRITING COURSE), THE BALANCE TO BE PAID BEFORE THE THIRD WEEK OF CLASS.

Refunds.

1. No fee is refundable.
2. No tuition will be refunded except when withdrawal from class is due to illness or causes entirely beyond the student's control.
3. No refund will be granted if the student has not duly notified the Office of withdrawal before the end of the eighth week of any semester.
4. In no case shall the tuition charge be less than \$4.00.
5. The schedule below shows the percentage of tuition refunded if the student is eligible for a refund.

| WITHDRAWAL DURING THE | PERCENT OF TUITION REFUND |
|--------------------------|------------------------------|
| 1st week | 90 % |
| 2nd week | 80 % |
| 3rd week | 70 % |
| 4th week | 60 % |
| 5th week | 50 % |
| 6th week | 40 % |
| 7th week | 30 % |
| 8th week | 20 % |

Time-Payments.

1. The privilege of time-payments is granted *only* to students carrying more than three credit hours per semester.
2. Time-payments are permitted *only* when definite arrangements are made in writing. These payments must be made on the appointed day under penalty of dismissal.
3. No cancellations of promised time-payments are permitted. Exceptions to this regulation are to be determined by the Dean. No cancellations of promised time-payments are allowed after one-half the semester has passed. Where cancellations are permitted, they shall never be in excess of one-half the tuition for a semester. No cancellation of promised time-payments is granted when a student withdraws without informing the Office.

Note.—A student who is in debt to the University at the end of any semester is not permitted to register again, or to graduate; nor is he entitled to receive an official statement of his credits until his indebtedness has been discharged.

Curricular Administration

Courses. Courses are grouped according to their basic or advanced content. Basic courses, which are ordinarily open to Freshmen, Sophomore, and Pre-Junior students, are regarded as *lower division* courses. *Upper division* courses are ordinarily open only to Junior, Pre-Senior and Senior students.

Departments of Instruction. For the purpose of faculty administration and of classification of courses according to the nature of their subject matter, all courses are grouped in *departments*. In the Evening Division there are twelve departments: Accounting, Biology, Classical Languages, Economics and Business, English, History and Political Science, Mathematics, Modern Languages, Philosophy, Psychology, Sociology, and Theology.

Curricular Division. There is a larger grouping of departments into four curricular divisions. These divisions are made to facilitate inter-departmental administration and to integrate fields of study. The divisions are as follows:

- | | |
|-----------------------------------|-----------------------------------|
| 1. <i>Language and Literature</i> | 3. <i>Natural Sciences</i> |
| English and Speech | Biology |
| Greek, Latin | Mathematics |
| French, German | |
| Spanish | |
| 2. <i>Social Sciences</i> | 4. <i>Philosophy and Theology</i> |
| Accounting | Philosophy |
| Economics and Business | Psychology |
| History | Theology |
| Political Science | |
| Sociology | |

Lower Division Objectives. Toward realization of the immediate University objectives (intellectual competence with a sense of religious and moral responsibility) and the objectives of the undergraduate division, the student should, at the completion of his work of the first three years, have attained the following:

1. A religious knowledge adequate for personal orientation and influential Christian living.
2. An acquaintance with, and some practice in, the modes of thinking—philosophical, mathematical, and scientific.

3. A competence in basic English communication, written and oral, with an adequate acquaintance with the types, and some of the masterpieces of English literature.
4. A reading knowledge of at least one modern language (this is not required in the Bachelor of Business Administration program).
5. An acquaintance with the history and principles of social institutions.

The objective and standards of the several departments concerned in this program indicate their special contribution to the above, in such a way that a student who has completed a minimum of sixty hours with a C-average, can be regarded as having sufficiently attained the objectives.

Excess quality points at the completion of the student's lower division work may not be applied to remove a quality-point deficiency in the upper division work.

Before the close of his pre Junior year, the student who wishes to continue his education in the University will be required to choose a field of specialization for his future work. Only upon acceptance by the chairmen of the departments concerned, and on successful completion of his *lower division* work, may the student be considered eligible to continue.

In the last semester of his *lower division* work, a student who has satisfied the *lower division* prerequisites in a particular subject may, if his schedule allows, and if the dean and the chairman of the department concerned authorize it, take an *upper division* course in that subject.

Upper Division Objectives. Toward more special realization of the immediate University objectives (intellectual competence, etc.) and the objectives of the undergraduate division for the last two years of college (continued general and liberal training *plus* opportunities for specialization), the student is offered the following:

1. A continuation of his general and liberal training in the study of philosophy and allied subjects.
2. Fields of specialization, with a major and minor system, for prudent concentration.

At the completion of this work, the student must qualify as to his attainment of the University and undergraduate division objectives through a thesis or a comprehensive examination. The matter of these, broadly stated, will be: his knowledge of his field of specialization, his grasp of the principles of knowledge, and his ability in the application, co-ordination and systematization of facts and principles.

Certificates and Degrees. The University will confer a certificate or a degree upon any candidate in the Evening Division who has successfully completed an accepted program of studies, and who has fulfilled, prior to graduation, all requirements both general and particular. In the Evening Division the University confers the following Certificates: Accounting; General Business; Labor Relations; Marketing; Secretarial

Practice; and Traffic Management; and the following Degrees: Bachelor of Arts; Bachelor of Science; and Bachelor of Science in Business Administration.

GRADUATION REQUIREMENTS

General

For the Certificates

In addition to the requisites of a particular Certificate Program listed on pages 80-86, a candidate for a Certificate must fulfill the following requirements:

1. The candidate shall have completed an accepted program of studies in which the quantity of academic work, measured in class hours, is not fewer than fifty-six with an average of C.
2. The candidate shall have completed at least twenty-one class hours (C average) and at least the last fourteen class hours (C average) in residence at Xavier University Downtown College.

For the Degrees

In addition to the requisites of a particular program, a candidate for the bachelor's degree must fulfill the following requirements:

1. The candidate shall have qualified as a classified student in Xavier University and shall have all records from other institutions in order.
2. The candidate shall have completed an accepted academic program of not fewer than one hundred twenty credit hours with an average of C. Specifically, an average of 2.0 (C) shall have been maintained in his *upper division* courses since surplus quality points are not transferable from *lower division* courses.
3. The candidate shall have completed all *lower division* objectives.
4. The candidate shall have fulfilled the *lower division* and *upper division* objectives in the matter of distribution of courses.
5. The candidate shall have completed the following courses in Philosophy and Psychology: Pl 83, 100, 105, 111, 131, 132, Ps 83, 84.
6. The candidate, if a Catholic, shall have completed eight credit hours in formal courses in Theology, and four Christian culture courses.
7. The candidate shall have completed *in residence*, the last thirty credit hours (C average) in courses approved by the College of Liberal Arts.
8. The candidate shall have completed, on or before May 14 of his senior year, a written thesis of not fewer than 5000 words. The subject shall have been approved and a rough draft of the thesis shall have been submitted before October 20. The thesis shall fulfill all general and particular prescriptions of the adviser. At the discretion of the adviser a comprehensive examination in the student's major field of work may be substituted for the thesis.

9. The candidate, with the approval of the head of the department, shall have made formal application to the dean for the degree sought. This form shall have been filed in the registrar's office at the beginning of the last session.
10. The candidate shall have discharged all financial obligations to Xavier University.

N.B.—No student will be considered eligible for graduation who has any deficiency at the beginning of the last session of his senior year, or who has less than one hundred and eight credit hours of C average.

Graduation Honors. Honors are awarded on the basis of outstanding moral and intellectual attainment. A student who has earned a quality-point average of 3.75 in his six years of college work will be graduated *Summa Cum Laude*; one who has earned 3.5, *Magna Cum Laude*; one who has earned 3.25, *Cum Laude*. The honors are announced at commencement and are inscribed on the diplomas of those meriting them. The final semester's work cannot be computed in determining the quality-point average for honors.

Transfer students are eligible for honors at graduation only under the following conditions:

1. They must have completed at least sixty semester hours of work at Xavier University.
2. Their quality-point average must be computed on the basis of **ALL OF THEIR COLLEGE WORK.**
3. Under no circumstances will honors be awarded that are higher than the honors merited by the quality-point average earned at Xavier University.

Residence. Candidates for Certificates must secure at least the last fourteen credit hours at the Evening College, and candidates for Degrees at least the last thirty credit hours in residence at Xavier University and the last 12 credit hours at the Evening College. Residence is the personal presence at the University of a student carrying a normal weekly load.

Attendance at Commencement. All candidates for Degrees and Certificates must be present at the Commencement Exercises.

Notes. The University reserves the right to modify its graduation and other academic requirements as may seem necessary from time to time. It will be obligated only during the academic year of the student's registration by requirements published in the catalog for that year.

No course in any department will be given unless a sufficient number of students apply.

APPROVED OUTLINES
OF
CURRICULA

CERTIFICATES and PRE-LAW

Certificate in Accounting, page 30.

Certificate in General Business, page 31.

Certificate in Labor Relations, page 32.

Certificate in Marketing, page 33.

Certificate in Traffic Management, page 34.

Certificate in Secretarial Practice, page 35.

Pre-Legal Course, page 36.

Certificate in Accounting

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|------------------|-------------|----------------------------|-------------|
| Accounting..... | 27 | Logic..... | 2 |
| Economics..... | 11 | Psychology..... | 6 |
| English..... | 4 | Sociology or Theology..... | 4 |
| Mathematics..... | 4 | | |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|------------------------------|-------------|------------------------------|-------------|
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |

SECOND YEAR

| | | | |
|------------------------------|---|------------------------------|---|
| Intermediate Accounting..... | 3 | Intermediate Accounting..... | 3 |
| Business English..... | 2 | Business English..... | 2 |
| Business Law..... | 2 | Business Law..... | 2 |

THIRD YEAR

| | | | |
|-----------------------------|---|-----------------------------|---|
| Cost Accounting..... | 3 | Cost Accounting..... | 3 |
| Sociology or Theology..... | 2 | Sociology or Theology..... | 2 |
| Mathematics of Finance..... | 2 | Mathematics of Finance..... | 2 |

FOURTH YEAR

| | | | |
|--|---|--------------------------|---|
| Advanced Accounting Problems or Auditing..... | 3 | Accounting Elective..... | 3 |
| Taxation..... | 3 | Economics Elective..... | 3 |
| Business Psychology..... | 2 | Logic..... | 2 |

Certificate in General Business

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|------------------|-------------|----------------------------|-------------|
| Accounting..... | 6 | Logic..... | 2 |
| Economics..... | 30-32 | Psychology..... | 6 |
| English..... | 4 | Sociology or Theology..... | 4 |
| Mathematics..... | 4 | | |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|------------------------------|-------------|------------------------------|-------------|
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |

SECOND YEAR

| | | | |
|---|---|-------------------------|---|
| Business Organization and Management..... | 3 | Economics Elective..... | 3 |
| Business English..... | 2 | Business English..... | 2 |
| Business Law..... | 2 | Business Law..... | 2 |

THIRD YEAR

| | | | |
|-----------------------------|---|-----------------------------|---|
| Personnel Management..... | 3 | Economics Elective..... | 3 |
| Sociology or Theology..... | 2 | Sociology or Theology..... | 2 |
| Mathematics of Finance..... | 2 | Mathematics of Finance..... | 2 |

FOURTH YEAR

| | | | |
|-------------------------|-----|--------------------------|-----|
| Money and Banking..... | 3 | Business Statistics..... | 3 |
| Economics Elective..... | 2-3 | Economics Elective..... | 2-3 |
| Logic..... | 2 | Business Psychology..... | 2 |

Certificate in Labor Relations

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|-----------------|-------------|-----------------------------|-------------|
| Economics | 40-41 | Psychology | 6 |
| English | 4 | Sociology or Theology | 4 |
| Logic | 2 | | |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Economics of Labor | 3 | Economics Elective | 3 |
| General Psychology | 2 | General Psychology | 2 |
| Principles of Economics | 2 | Principles of Economics | 2 |

SECOND YEAR

| | | | |
|---------------------------------|---|-----------------------------------|---|
| History of Labor Movement | 3 | Labor Relations Legislation | 3 |
| Business English | 2 | Business English | 2 |
| Business Law | 2 | Business Law | 2 |

THIRD YEAR

| | | | |
|-----------------------------|---|-----------------------------|---|
| Personnel Management | 3 | Economics Elective | 3 |
| Sociology or Theology | 2 | Sociology or Theology | 2 |
| Collective Bargaining | 2 | Collective Bargaining | 2 |

FOURTH YEAR

| | | | |
|-------------------------------------|---|---------------------------|-----|
| Economics Elective | 3 | Business Statistics | 3 |
| Christian Theory of Economics | 2 | Economics Elective | 2-3 |
| Business Psychology | 2 | Logic | 2 |

Certificate in Marketing

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|-----------------|-------------|-----------------------------|-------------|
| Economics | 40 | Psychology | 6 |
| English | 4 | Sociology or Theology | 4 |
| Logic | 2 | | |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Principles of Marketing | 3 | Economics Elective | 3 |
| General Psychology | 2 | General Psychology | 2 |
| Principles of Economics | 2 | Principles of Economics | 2 |

SECOND YEAR

| | | | |
|--|---|--------------------------|---|
| Business Organization and Management | 3 | Economics Elective | 3 |
| Business English | 2 | Business English | 2 |
| Business Law | 2 | Business Law | 2 |

THIRD YEAR

| | | | |
|---------------------------------|---|-------------------------------|---|
| Principles of Wholesaling | 3 | Principles of Retailing | 3 |
| Sociology or Theology | 2 | Sociology or Theology | 2 |
| Salesmanship | 2 | Salesmanship | 2 |

FOURTH YEAR

| | | | |
|--------------------------|---|---------------------------|---|
| Economics Elective | 3 | Business Statistics | 3 |
| Advertising | 2 | Advertising | 2 |
| Logic | 2 | Business Psychology | 2 |

Certificate in Traffic Management

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|----------------|-------------|----------------------------|-------------|
| Economics..... | 42-44 | Psychology..... | 6 |
| English..... | 4 | Sociology or Theology..... | 4 |
| Logic..... | 2 | | |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|---|-------------|---|-------------|
| Transportation: Traffic Management..... | 3 | Transportation: Traffic Management..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |

SECOND YEAR

| | | | |
|-------------------------|---|-------------------------|---|
| Rates and Tariff I..... | 3 | Rates and Tariff I..... | 3 |
| Business English..... | 2 | Business English..... | 2 |
| Business Law..... | 2 | Business Law..... | 2 |

THIRD YEAR

| | | | |
|------------------------------|---|----------------------------|-----|
| Rates and Tariff II..... | 3 | Rates and Tariff II..... | 3 |
| Sociology or Theology..... | 2 | Sociology or Theology..... | 2 |
| Principles of Marketing..... | 3 | Economics Elective..... | 2-3 |

FOURTH YEAR

| | | | |
|------------------------------|-----|------------------------------|---|
| Interstate Commerce Law..... | 3 | Interstate Commerce Law..... | 3 |
| Economics Elective..... | 2-3 | Business Statistics..... | 3 |
| Business Psychology..... | 2 | Logic..... | 2 |

Certificate in Secretarial Practice

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|--------------------------|-------------|----------------------------|-------------|
| Secretarial Science..... | 14-20 | Psychology..... | 6 |
| Accounting..... | 6 | Sociology or Theology..... | 8 |
| English..... | 8 | Speech..... | 4 |
| Logic..... | 2 | Electives..... | 6-8 |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|------------------------------|-------------|------------------------------|-------------|
| Practical English..... | 2* | Practical English..... | 2* |
| Typing and/or Shorthand..... | 4-8 | Typing and/or Shorthand..... | 4-8 |

*These credits cannot be applied toward the 12-hour English requirement for the degrees.

SECOND YEAR

| | | | |
|-------------------------|---|-------------------------|---|
| Business English..... | 2 | Business English..... | 2 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Dictation..... | 3 | Dictation..... | 3 |

THIRD YEAR

| | | | |
|------------------------------|---|------------------------------|---|
| Speech..... | 2 | Speech..... | 2 |
| Sociology or Theology..... | 2 | Sociology or Theology..... | 2 |
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |

FOURTH YEAR

| | | | |
|----------------------------|---|----------------------------|---|
| Logic..... | 2 | Business Psychology..... | 2 |
| Sociology or Theology..... | 2 | Sociology or Theology..... | 2 |
| Electives..... | 3 | Electives..... | 3 |

Pre-Legal Course

Students who apply for admission to schools of law must have completed a minimum of sixty credits of college work. Many law schools now demand ninety credits for admission. Xavier University Evening College offers a pre-legal course which will satisfy entrance requirements of the law school, but it would be well for the prospective pre-legal student to determine from the law school he wishes to attend just what the requirements are. The ninety credit requirement is met in the following suggested program.

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |
| Theology..... | 2 | Theology..... | 2 |
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |
| Rhetoric and Composition..... | 3 | Rhetoric and Composition..... | 3 |

SECOND YEAR

| | | | |
|-------------------------------|---|-------------------------------|---|
| History of Europe..... | 3 | History of Europe..... | 3 |
| Latin or Modern Language..... | 3 | Latin or Modern Language..... | 3 |
| College Algebra..... | 3 | Trigonometry..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |

THIRD YEAR

| | | | |
|----------------------------------|---|----------------------------------|---|
| Metaphysics..... | 3 | Philosophy of Man..... | 3 |
| Latin or Modern Language..... | 3 | Latin or Modern Language..... | 3 |
| History of the United States.... | 3 | History of the United States.... | 3 |
| Business Psychology..... | 2 | Logic..... | 2 |

FOURTH YEAR

| | | | |
|----------------------------------|---|-------------------------------------|---|
| Principles of Ethics..... | 3 | Christian and Social Ethics..... | 2 |
| English Constitutional History.. | 3 | Constitutional History of U. S... 3 | |
| English..... | 3 | English..... | 3 |

FIFTH YEAR

| | |
|----------------|---|
| Speech..... | 2 |
| Electives..... | 7 |

APPROVED OUTLINES

OF

CURRICULA

DEGREES

Bachelor of Arts, page 38-39.

Bachelor of Science in Business Administration

Major: Accounting; Minor: Economics, page 40-41.

Bachelor of Science in Business Administration

Major: Economics; Minor: Accounting, page 42-43.

Bachelor of Science in Business Administration

General Business Concentration, page 44-45.

Bachelor of Science, page 46-47.

Bachelor of Arts

The degree of Bachelor of Arts is conferred on the candidate whose field of concentration has been in the Division of Languages or Social Sciences. The prescribed subjects, together with the corresponding minimum quantities for the program of studies leading to this degree, are listed below.

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|-----------------------------|-------------|----------------------|-------------|
| Major Subject..... | 24 | Modern Language..... | 12 |
| Minor Subject..... | 18 | Philosophy..... | 16 |
| Christian Culture..... | 4 Courses | Psychology..... | 4 |
| English..... | 12 | Theology..... | 8 |
| History..... | 6 | Speech..... | 2 |
| Latin..... | 12 | Electives..... | 9 |
| Mathematics or Science..... | 6 | Thesis..... | 2 |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Latin..... | 3 | Latin..... | 3 |
| Rhetoric and Composition..... | 3 | Rhetoric and Composition..... | 3 |
| Theology..... | 2 | Theology..... | 2 |
| General Psychology..... | 2 | General Psychology..... | 2 |

SECOND YEAR

| | | | |
|------------------------|---|------------------------|---|
| Latin..... | 3 | Latin..... | 3 |
| History of Europe..... | 3 | History of Europe..... | 3 |
| Speech..... | 2 | Logic..... | 2 |
| Theology..... | 2 | Theology..... | 2 |

THIRD YEAR

| | | | |
|-----------------------------|---|-----------------------------|---|
| Modern Language..... | 3 | Modern Language..... | 3 |
| English..... | 3 | English..... | 3 |
| Mathematics or Science..... | 3 | Mathematics or Science..... | 3 |

FOURTH YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-----------------------|-------------|------------------------|-------------|
| Modern Language..... | 3 | Modern Language..... | 3 |
| Metaphysics..... | 3 | Philosophy of Man..... | 3 |
| Major Subject..... | 3 | Minor Subject..... | 3 |
| Elective..... | 2 | Elective..... | 2 |

FIFTH YEAR

| | | | |
|---------------------------|---|--------------------|---|
| Minor Subject..... | 3 | Major Subject..... | 3 |
| Philosophy of Nature..... | 3 | Elective..... | 3 |
| Marriage..... | 2 | The Family..... | 2 |
| Christian Culture..... | 2 | Minor Subject..... | 2 |

SIXTH YEAR

| | | | |
|---------------------------|---|----------------------------------|---|
| Major Subject..... | 3 | Major or Minor Subject..... | 3 |
| Minor Subject..... | 3 | Major Subject..... | 3 |
| Principles of Ethics..... | 3 | Christian and Social Ethics..... | 2 |
| Elective..... | 2 | Thesis..... | 2 |

Bachelor of Science in Business Administration

The degree of Bachelor of Science in Business Administration is conferred on a candidate whose concentration has been in the Division of Business Sciences and whose program has included the following subjects and corresponding minimum quantities.

SUBJECT TOTALS

(Major, Accounting; Minor, Economics)

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|------------------------|-------------|-----------------|-------------|
| Accounting..... | 30 | Philosophy..... | 16 |
| Economics..... | 20 | Psychology..... | 4 |
| Christian Culture..... | 4 Courses | Theology..... | 8 |
| English..... | 12 | Speech..... | 4 |
| History..... | 6 | Electives..... | 6 |
| Mathematics..... | 6 or 7 | Thesis..... | 2 |

APPROVED PROGRAM

(Major, Accounting; Minor, Economics)

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |
| Rhetoric and Composition..... | 3 | Rhetoric and Composition..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Theology..... | 2 | Theology..... | 2 |

SECOND YEAR

| | | | |
|------------------------------|---|------------------------------|---|
| Intermediate Accounting..... | 3 | Intermediate Accounting..... | 3 |
| College Algebra..... | 3 | Trigonometry..... | 3 |
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |
| Logic..... | 2 | Theology..... | 2 |

THIRD YEAR

| | | | |
|----------------------------------|---|----------------------------------|---|
| Industrial (Cost) Accounting.... | 3 | Industrial (Cost) Accounting.... | 3 |
| History of Europe..... | 3 | History of Europe..... | 3 |
| Speech..... | 2 | Speech..... | 2 |
| Marriage..... | 2 | The Family..... | 2 |

FOURTH YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Advanced Accounting Problems. | 3 | Advanced Accounting Problems. | 3 |
| Metaphysics..... | 3 | Philosophy of Man..... | 3 |
| Business Law..... | 2 | Business Law..... | 2 |
| Theology..... | 2 | Christian Culture..... | 2 |

FIFTH YEAR

| | | | |
|---------------------------|---|---------------------------|---|
| Auditing or Elective..... | 3 | Auditing or Elective..... | 3 |
| Philosophy of Nature..... | 3 | Business Statistics..... | 3 |
| English Elective..... | 3 | English Elective..... | 3 |
| Economics Elective..... | 3 | | |

SIXTH YEAR

| | | | |
|---------------------------|---|----------------------------------|---|
| Taxation..... | 3 | Taxation..... | 3 |
| Money and Banking..... | 3 | Economics Elective..... | 3 |
| Principles of Ethics..... | 3 | Christian and Social Ethics..... | 2 |
| | | Thesis..... | 2 |

Bachelor of Science in Business Administration

SUBJECT TOTALS

(Major, Economics; Minor, Accounting)

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|-----------------------|-------------|-----------------|-------------|
| Accounting..... | 18 | Philosophy..... | 16 |
| Economics..... | 29 | Psychology..... | 4 |
| Christian Culture.... | 4 Courses | Theology..... | 8 |
| English..... | 12 | Speech..... | 4 |
| History..... | 6 | Electives..... | 9 |
| Mathematics..... | 6 or 7 | Thesis..... | 2 |

APPROVED PROGRAM

(Major, Economics; Minor, Accounting)

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |
| Rhetoric and Composition..... | 3 | Rhetoric and Composition..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Theology..... | 2 | Theology..... | 2 |

SECOND YEAR

| | | | |
|------------------------------|---|------------------------------|---|
| Intermediate Accounting..... | 3 | Intermediate Accounting..... | 3 |
| College Algebra..... | 3 | Trigonometry..... | 3 |
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |
| Logic..... | 2 | Theology..... | 2 |

THIRD YEAR

| | | | |
|----------------------------------|---|----------------------------------|---|
| Industrial (Cost) Accounting.... | 3 | Industrial (Cost) Accounting.... | 3 |
| History of Europe..... | 3 | History of Europe..... | 3 |
| Speech..... | 2 | Speech..... | 2 |
| Marriage..... | 2 | The Family..... | 2 |

FOURTH YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|------------------------------|-------------|-------------------------|-------------|
| Principles of Marketing..... | 3 | Economics Elective..... | 3 |
| Metaphysics..... | 3 | Philosophy of Man..... | 3 |
| Business Law..... | 2 | Business Law..... | 2 |
| Theology..... | 2 | Christian Culture..... | 2 |

FIFTH YEAR

| | | | |
|---|-----|--------------------------|-----|
| Business Organization and Management..... | 3 | Economics Elective..... | 3-4 |
| Philosophy of Nature..... | 3 | Business Statistics..... | 3 |
| English Elective..... | 3 | English Elective..... | 3 |
| Economics Elective..... | 2-3 | | |

SIXTH YEAR

| | | | |
|---------------------------|---|----------------------------------|---|
| Money and Banking..... | 3 | Electives..... | 6 |
| Principles of Ethics..... | 3 | Christian and Social Ethics..... | 2 |
| Elective..... | 3 | Thesis..... | 2 |

Bachelor of Science in Business Administration

SUBJECT TOTALS

(General Business Concentration)

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|-----------------------------|-------------|-----------------|-------------|
| Accounting..... | 9 | Philosophy..... | 16 |
| Economics and Business..... | 43 | Psychology..... | 4 |
| Christian Culture..... | 4 Courses | Speech..... | 4 |
| English..... | 12 | Theology..... | 8 |
| History..... | 6 | Electives..... | 6 |
| Mathematics..... | 6 or 7 | Thesis..... | 2 |

APPROVED PROGRAM

(General Business Concentration)

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Introductory Accounting..... | 3 | Introductory Accounting..... | 3 |
| Rhetoric and Composition..... | 3 | Rhetoric and Composition..... | 3 |
| General Psychology..... | 2 | General Psychology..... | 2 |
| Theology..... | 2 | Theology..... | 2 |

SECOND YEAR

| | | | |
|------------------------------|---|------------------------------|---|
| Principles of Economics..... | 2 | Principles of Economics..... | 2 |
| Theology..... | 2 | Logic..... | 2 |
| History of Europe..... | 3 | History of Europe..... | 3 |
| College Algebra..... | 3 | Trigonometry..... | 3 |

THIRD YEAR

| | | | |
|--|---|--------------------------|---|
| Business Organization and Management..... | 3 | Business Statistics..... | 3 |
| Principles of Marketing..... | 3 | Economics Elective..... | 3 |
| Speech..... | 2 | Speech..... | 2 |
| Marriage..... | 2 | The Family..... | 2 |

FOURTH YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|---------------------------------|-------------|-------------------------|-------------|
| Money and Banking..... | 3 | Economics Elective..... | 3 |
| Metaphysics..... | 3 | Philosophy of Man..... | 3 |
| Business Law..... | 2 | Business Law..... | 2 |
| Christian Theory of Economics.. | 2 | Theology..... | 2 |

FIFTH YEAR

| | | | |
|---------------------------|---|------------------------------|---|
| Personnel Management..... | 3 | Economics Elective..... | 3 |
| Philosophy of Nature..... | 3 | Analysis of Financial State- | |
| English Elective..... | 3 | ments..... | 3 |
| | | English Elective..... | 3 |
| | | Elective..... | 2 |

SIXTH YEAR

| | | | |
|---------------------------|---|---------------------------------|---|
| Principles of Ethics..... | 3 | Christian and Social Ethics.... | 2 |
| Economics Elective..... | 3 | Economics Elective..... | 6 |
| Electives..... | 4 | Thesis..... | 2 |

Bachelor of Science

The degree of Bachelor of Science is conferred on a candidate whose concentration has been in the Division of Languages or the Division of Social Sciences and whose program has included the following subjects and corresponding minimum quantities.

SUBJECT TOTALS

| <i>Subject</i> | <i>Hrs.</i> | <i>Subject</i> | <i>Hrs.</i> |
|-----------------------|-------------|-----------------|-------------|
| Major Subject..... | 24 | Philosophy..... | 16 |
| Minor Subject..... | 18 | Psychology..... | 4 |
| Christian Culture.... | 4 Courses | Theology..... | 8 |
| English..... | 12 | Science..... | 6 |
| History..... | 6 | Speech..... | 2 |
| Mathematics..... | 6 | Thesis..... | 2 |
| Modern Language..... | 12 | Electives..... | 10 |

APPROVED PROGRAM

FIRST YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-------------------------------|-------------|-------------------------------|-------------|
| Rhetoric and Composition..... | 3 | Rhetoric and Composition..... | 3 |
| Modern Language..... | 3 | Modern Language..... | 3 |
| Theology..... | 2 | Theology..... | 2 |
| General Psychology..... | 2 | General Psychology..... | 2 |

SECOND YEAR

| | | | |
|------------------------|---|------------------------|---|
| Modern Language..... | 3 | Modern Language..... | 3 |
| History of Europe..... | 3 | History of Europe..... | 3 |
| Speech..... | 2 | Logic..... | 2 |
| Theology..... | 2 | Theology..... | 2 |

THIRD YEAR

| | | | |
|----------------------|---|-------------------|---|
| English..... | 3 | English..... | 3 |
| Science..... | 3 | Science..... | 3 |
| College Algebra..... | 3 | Trigonometry..... | 3 |

FOURTH YEAR

| <i>First Semester</i> | <i>Hrs.</i> | <i>Second Semester</i> | <i>Hrs.</i> |
|-----------------------|-------------|------------------------|-------------|
| Metaphysics..... | 3 | Philosophy of Man..... | 3 |
| Major Subject..... | 3 | Major Subject..... | 3 |
| Minor Subject..... | 3 | Christian Culture..... | 2 |
| Elective..... | 2 | Elective..... | 2-3 |

FIFTH YEAR

| | | | |
|---------------------------|-----|--------------------|---|
| Major Subject..... | 3 | Major Subject..... | 3 |
| Philosophy of Nature..... | 3 | Minor Subject..... | 3 |
| Marriage..... | 2 | The Family..... | 2 |
| Elective..... | 2-3 | Elective..... | 3 |

SIXTH YEAR

| | | | |
|---------------------------|---|----------------------------------|---|
| Major Subject..... | 3 | Major or Minor Subject..... | 3 |
| Principles of Ethics..... | 3 | Christian and Social Ethics..... | 2 |
| Minor Subject..... | 3 | Minor Subject..... | 3 |
| | | Thesis..... | 2 |

Departments and Courses

The names of the departments of instruction and the special courses are here listed in alphabetical order.

No course in any subject will be given unless a sufficient number of students apply.

The courses of instruction are numbered in accord with a unified plan. Lower division courses are numbered 1 to 99. Upper division courses are numbered from 100 to 199. Double numbers indicate that the first semester course is prerequisite to the second semester course and *that both must be satisfactorily completed to obtain credit for either course.*

Accounting (Ac)

Rapidly expanding business enterprises have emphasized the importance of accounting as a means of efficient and economical operation. As an administrative device it makes possible effective control and successful management of all types of business. Factory management requires a correct knowledge of costs. Sales and credit management likewise depend upon the accounting department for basic information necessary to the proper guidance of their departments.

Obviously, the purpose of the accounting courses is not to teach mere proficiency in bookkeeping, nor to prepare students merely for clerical tasks, but rather to inculcate the philosophy underlying the use of records as an aid to management. The purpose is to lay a foundation which students in this department may use, after their apprenticeship in business, to build the necessary qualifications for executive positions.

The courses in accounting are thorough and comprehensive, familiarizing the student with the latest and most satisfactory methods. The first year course gives the student a fundamental knowledge of accounting which is of value whether he engages in business or pursues a professional career. The advanced courses elaborate on the theory and practice of accounts, business analysis, costs, auditing and specialized accounting, and are completed in a special course which prepares the student for C.P.A. examinations and for entrance into the field of public accountancy.

1. **Bookkeeping.** A basic course in the principles of Bookkeeping intended to familiarize the student with the techniques and principles of double-entry bookkeeping. After the discussion and illustration of these principles, the student has an opportunity to apply them in problems and practice sets. This course is recommended for clerical workers who want a better understanding of the various financial records required by present-day business. *No credit.*

Not offered in 1953-54.

51. **Introductory Accounting.** A study of general accounting as applied to modern record-keeping for single proprietorships, partnerships and corporations, supplemented with practical problems and practice sets providing actual experience with general and special

journals and ledgers; the preparation of adjusting and closing entries; trial balances; work sheets; balance sheets and profit and loss statements. *First semester course.* Three credit hours. Two sections.

Tuesday, 6:40 to 10:10.

Mr. Tilton

Thursday, 6:40 to 10:10.

Mr. Burkhart

52. **Introductory Accounting.** A continuation of Ac 51. Practical application of the voucher system, controlling accounts, departmental accounts, use of charts of accounts; study of authorization and issuance of capital stocks and bonds; computation of premiums and discounts; distribution of profits; determination of fire loss; manufacturing costs and preparation of manufacturing costs statements. *Second semester course.* Three credit hours. Two sections.

Tuesday, 6:40 to 10:10.

Mr. Tilton

Thursday, 6:40 to 10:10.

Mr. Burkhart

Upper Division Courses

151. **Intermediate Accounting.** A thorough course in theory and problems in which various methods of solving practical accounting problems are presented. The course supplies a broad background of accounting theory that will enable the student to recognize accepted differences in accounting methods and to develop individual convictions in matters of accounting principles. Knowledge of working paper layout is a primary requisite; problems offered are a challenge to the student's ability to reason, to observe, and to make proper decisions on the basis of known facts. Prerequisite: Ac 51 and 52. *First semester course.* Three credit hours.

Wednesday, 6:40 to 9:15.

Mr. Behler

152. **Intermediate Accounting.** A further development of the practical aspects of Accounting, illustrating accepted methods of valuation and depreciation; preparation of comparative reports and statement analyses. An explanation of the reasons for various accounting reports, co-ordinated with problems that stimulate the interest of the students in research and extra-curricular study in Accounting and related subjects. Prerequisite: Ac 151. *Second semester course.* Three credit hours.

Wednesday, 6:40 to 9:15.

Mr. Behler

153. **Advanced Accounting Problems.** Partnership accounting. Treats advanced phases of partnership accounting: organization; dissolution; incorporation of a partnership; division of profit or loss; related problems. Also accounting for insurance; insolvency; home office and venture accounts. Practical problems round out the semester. Prerequisite: Ac 151 and 152. *First semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Mr. Eversmann

- 154. Advanced Accounting Problems.** A continuation of Ac 153. Parent company and subsidiary accounting. Consolidated balance sheets. Treatment of inter-company accounts; major and minor parent companies. Consolidated statement of surplus, profit and loss, and supporting statements, mergers and financing. Numerous problems give the student facility in handling consolidation questions. Prerequisite: Ac 153. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Eversmann
- 155. Industrial (Cost) Accounting.** The nature of cost systems; cost records and accounts, and how they are "tied-in"; factory ledger; materials control; departmentalization of expenses; accounting for labor. Intensive work on a job-order cost set. Prerequisite: Ac 151 and 152. *First semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. G. Selzer
- 156. Industrial (Cost) Accounting.** A continuation of Ac 155. Advanced and specialized phases of costs, standard costs, distribution costs, and reports; process costs, joint and by-products; standard costs, including standard cost set. Numerous chapter problems and questions. Prerequisite: Ac 155. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. G. Selzer
- 157. Taxation.** The primary purpose of this course is to give a fundamental knowledge of Federal Income Tax. This is accomplished by studying the Law and Regulations and working out practical problems in regard to the individual, partnership and corporation income tax returns. *First semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. L. Selzer
- 158. Taxation.** A continuation of Ac 157. Includes further practical work on income taxes. Course treats social security and other federal taxes. Also franchise, property, sales, and other important State taxes. Problems and tax returns. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. L. Selzer
- 160. Survey of Accounting Systems.** Open to advanced students or by permission of instructor. Prerequisite: Ac. 152. Two or three credit hours.
Not offered in 1953-54.
- 161. Managerial Accounting.** Sources of data and statistics are studied with reference to the forecasting and preparation of business budgets. Two or three credit hours.
Not offered in 1953-54.

162. **Analysis of Financial Statements.** Three credit hours.
Not offered in 1953-54.
163. **Auditing.** This course deals with the examination of financial statements. Auditing procedures for the analysis and verification of each class of account are studied and discussed. The student makes practical application of these procedures in making a complete practice audit. A knowledge of auditing is not only essential to students seeking a professional accounting career, but is a valuable aid to those who desire a general education in business. Prerequisite: Ac 151 and 152. *First semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Schlegel
164. **Auditing.** A continuation of Ac 163. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Schlegel
165. **C.P.A. Review.** Practical accounting to assist students and practitioners for C.P.A. examination. Previous courses or practical accounting experience required. Theory, auditing, practical accounting, and business law, based upon recent examinations by various State Boards and the American Institute of Accounts. *First semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Finucan
166. **C.P.A. Review.** Continuation of Ac 165. Special practice to develop quick understanding of problems and appropriate solution, under conditions similar to those in examination room. Problems to develop accuracy and speed within limited time. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Finucan

Advertising (Ec)

Advertising has firmly established itself as a powerful selling influence. Its virtue as a selling force depends not only upon technique but also upon its wise application to a thing of merit and worth. Quite obviously advertising cannot endow commodities with intrinsic qualities. It can, however, enhance an article of true value, and it does facilitate selling. Through the use of intelligent and pleasing appeals advertising tends to stimulate demands for products, lower sales resistance, secure good will for products, services and industries.

No buyer can wholly escape the ever-present appeal of advertising. No business man can fail to realize the sound services it renders in the field of distribution. Substantial success in modern business is scarcely conceivable without a clear understanding of the general principles and specific practices of advertising.

The courses in this department will deal with the economic importance of advertising, will endeavor to explain the services which it performs in the post-war period, and will lay special emphasis on the soundest and most improved methods of advertising technique.

- 141. Principles of Advertising.** This is a basic course designed for newcomers to the advertising profession or those who plan to enter this interesting field. Covering the fundamental principles governing all types of advertising (magazine, newspaper, mail, outdoor and radio), it enables the student to understand problems involved in advertising preparation and their relationship in the process of influencing the buying public. *First semester course.* Two credit hours. Thursday, 6:40 to 8:20. Mr. Volck
- 142. Principles of Advertising.** A continuation of Ec 141. Current advertising examples are studied to show how buying motives are determined and used to advertise merchandise in an inviting manner through the written or spoken word. General rules and suggestions are given for writing copy, visualizing, preparing layouts, and guiding production of the printed advertisement. The character, advantages and limitations of the various advertising media are analyzed and discussed. *Second semester course.* Two credit hours. Thursday, 6:40 to 8:20. Mr. Volck
- 143. Advanced Advertising: Copywriting.** This course provides instruction and training in writing effective copy of specific types of advertising media. The principles of copy policy, synthesis, and construction are thoroughly discussed. The evolution of copy, and its relationship to illustration, headline, layout, and media is made clear. Theory is applied by actual writing of the different kinds of copy. Topics of study are based upon modern trends and practices in present-day advertising. Prerequisite: Ec 141 and 142. *First semester course.* Two credit hours. Not offered in 1953-54.
- 144. Advanced Advertising: Copywriting.** A continuation of Ec 143. *Second semester course.* Two credit hours. Not offered in 1953-54.

Biology (BI)

The courses which are offered in Biology emphasize classification and experimentation, together with the knowledge of the development of the science and an appreciation of its content and methods.

- 11-12. The Biological World and Man.** This course is designed to give the student a better understanding and appreciation of the biological laws which apply to man and the living world around him. The subject matter includes such topics as the systems which compose the human body and their functions; the organization, life cycles, and economic importance of typical plants and animals; the embryological development of man, heredity, and organic evolution. The relationships of some of the above topics to philosophy. Although

no formal laboratory work accompanies the course, the lectures are illustrated by use of motion pictures, biological models, and demonstrations of living materials at the Albers Biological Laboratory, Evanston Campus. *Two semester course*. Six credit hours.

Monday, 6:40 to 9:15.

Fr. Peters and Dr. Tafuri

Classical Languages

The true Liberal Arts student aims to discover what constitutes normal living in the environment of our Western European civilization. Both accuracy and adequacy in this quest require in him the power of first-hand contact with the great thoughts of that civilization's normal representatives, and an actual scholarly acquaintance with at least a selected few great souls from every stage of its development. His studies in post-renaissance and post-reformation literature and history he must supplement by direct penetration into the life of our pre-renaissance Christian and pre-Christian forbears if he wills to acquire sufficient background against which to project and out of which to derive a genuine and thoroughly humanistic philosophy of life. English and the modern literatures, of course, do not antedate the renaissance. For this reason, primarily, candidates for the degree of Bachelor of Arts devote a minimum of two years to the study of literature in Latin, which from the second century before Christ until the cleavage of the national cultures was the common language of Europe.

Aside from the educative discipline of diction, structure, style and mental power of analysis involved in the processes of translation, each language contains a complete literature of rare cultural value best revealed through the powerful contrast of the pagan mind with the Christian mind.

Greek (Gk)

- 1-2. Elementary Greek. A course in Greek syntax with suitable readings for those beginning the study of Greek. *Two semesters*. Six credit hours.

Offered in 1952-1953.

21. Plato. A study of Plato's philosophy including lectures on the *Dialogues* and the reading of *The Apology*, *Crito* and *Phaedo*. Prerequisite: Greek 1-2 or the equivalent. *First semester course*. Three credit hours.

Wednesday, 6:40 to 9:15.

Fr. Hetherington

61. Sophocles. A thorough study of the *Antigone*, its style, language, prosody and ethics. Prerequisite: Greek 1-2 or the equivalent. *Second semester course*. Three credit hours.

Wednesday, 6:40 to 9:15.

Fr. Hetherington

Latin (Lt)

5. Cicero. A study of the *Orations Against Cataline* with a review of syntax and practice in Latin prose composition. *First semester course*. three or four credit hours.

11. **Livy.** Books xxi and xxii are read for a study of Livy's style in contrast with that of the Ciceronian period. Discussion of Livy's reliability as an historian. *Second semester course.* Three credit hours.
22. **Horace.** Selected *Odes*, *Epodes*, and *Satires* are studied for the lyric qualities of Latin poetry. The influence of Horace on modern poets is discussed. Prerequisite: two semesters of college Latin. *First semester course.* Three credit hours.
23. **Horace.** A general introduction to the works of the poet, with a selected reading of examples from the *Sermones*, *Epistulae*, *Epodi*, and *Carmina* respectively. *Second semester course.* Three credit hours.
28. **Cicero.** Selections from the works of Cicero together with a study of the author and his influence. Prerequisite: two semesters of college Latin. *First semester course.* Three credit hours.
- 113-114. **Advanced Latin Composition.** Arnold's *Latin Prose Composition* or equivalent. Exercises XXIV to L. *Two semesters.* Two or four credit hours.
120. **Medieval Latin.** *Second semester course.* Three credit hours.
182. **Roman Private Life.** Letters of Cicero, Horace, Pliny, and Seneca illustrating standards of Roman life. Effects of later Christian culture. *Second semester course.* Two credit hours.

Economics and Business (Ec)

Economics may be defined as the science which studies human behavior as a relationship between the endless wants of man and the scarce means which have alternative uses. The course in principles of economics is designed to give a general survey of the field of economics from a scientific standpoint. Other courses furnish the student with specialized analyses of some particular phases of economic life.

In addition to the general aim of instruction in theory and practice, the department of Economics has the following specific objectives: to contribute to the cultural aims and scope of a liberal education; to give a general but thorough knowledge and appreciation of economic life; to prepare majors for professional study in the field of business administration; to offer an undergraduate basis for graduate study in economics; to inform the student of Christian contributions to the solution of economic problems; to integrate the science of economics with principles of Christian culture and philosophy.

- 31, 32. **Economic History of the United States.** Four credit hours.

Not offered in 1953-54.

33. **Principles of Economics.** This is the standard foundation course for all fields of study in Economics and Business Administration. The course covers the fundamental principles governing present day business activity and organization. A study is made of production, dis-

tribution, consumption, and exchange mechanisms and procedures. Factors which determine supply, demand, and price of commodities and services are analyzed. The roles of capital, labor, and land in production are considered and special emphasis is placed on monopolistic competition, utility, value, wealth, income, price, cost and distribution. *First semester course.* Two credit hours. Two sections.

Tuesday, 8:25 to 10:10.

Mr. Boff

Thursday, 6:40 to 8:20.

Mr. Vallee

34. **Principles of Economics.** This course emphasizes the study and analysis of selected problems in the field of business economics including such current topics as money, credit, and banking; theory of business cycles; international economic relations; the employment of labor; government and taxation; public controls over private business enterprise; and the problems created by reconversion of American business from war to peacetime production. Other items covered in this advanced course include Federal Reserve system; index numbers; public finance; public utilities; foreign trade; labor problems; and the various economic systems of the world as compared to the American system. Prerequisite: Ec 33. *Second semester course.* Two credit hours. Two sections.

Tuesday, 8:25 to 10:10.

Mr. Boff

Thursday, 6:40 to 8:20.

Mr. Vallee

Upper Division Courses

101. **History of the Labor Movement.** A study of the labor movement from the Colonial period to the present; the plight of the unorganized workingman against irresponsible employers; the emergence of Unionism, its struggle for survival, its initial failures and eventual success. Growth of the A.F. of L. and C.I.O.; the counter-revolution of the employers; an analysis of the position of Unions and Management and the pressures behind each; the political, economic and social effects of the Union Movement. *First semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Mr. Blum

103. **Economics and Problems of Labor.** A basic course designed to afford an insight into the goals for which the American worker strives; the wage problem; unemployment; the search for security and the motivating factors behind this quest. *First semester course.* Three credit hours.

Friday, 6:40 to 9:15.

Dr. Hailstones

- 105-106. **Collective Bargaining—Human Relations and Labor Relations.** A study of the behaviour of employees, management and unions under a collective bargaining contract. Analysis of the subjects

of bargaining and their scope; the technique of negotiation of a contract; the day to day administration of an executed agreement. Actual case histories are studied to present the problems posed by human behaviour in an industrial society of employees and employers; review of transcripts of actual records of collective bargaining practice in large and small companies. *Two semester course*. Four credit hours.

Thursday, 8:25 to 10:10.

Mr. Blum

- 107. Labor Relations Legislation.** A study of the causes, origins and development of Labor Law, affecting the lives and livelihood of every American workingman and his family. Emphasis is placed upon the Taft-Hartley Act, the Fair Labor Standards Act, and Wage Stabilization. Involves an analysis of the language of legislation and the interpretation placed thereon by individuals and governmental agencies as they affect the Employee—Union—Employer relationship and society in general. *Second semester course*. Three credit hours.
Monday, 6:40 to 9:15.

Mr. Blum

- 109. Economics of Transportation.** Social and economic effects of improved transportation and communication. Geography of transportation. Organization and physical facilities for transportation. Rates and their economic effects. The regulation of transportation. Special transportation problems. The future of transportation.
Not offered in 1953-54.

- 111-112. Transportation: Traffic Management.** The American Transportation System; Freight Traffic Association Territories; Classification of Freight; Principles of Freight Rates and Tariffs; Shipping Documents and Their Application; Special Freight Services; Study in Freight Claims. *Two semester course*. Six credit hours.

Monday, 6:40 to 9:15.

Dr. Keeling

- 113-114. Rates and Tariff I.** Tariff Circulars; Construction and Filing of Tariffs; Freight Rates and Tariffs; Terminal Facilities and Switching; Demurrage; Storage; Reconsignment; Transit Privileges; Weights and Weighing; Payment of Transportation Charges; Routing; Warehousing and Distribution; Materials Handling; Packaging. (Prerequisite: Ec. 111-112. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) *Two semester course*. Six credit hours.

Wednesday, 6:40 to 9:15.

Mr. Flamm

- 115-116. Rates and Tariff II.** Advanced studies of Rates and Tariff including: Through Routes and Rates; Milling in transit Rates; Technical Tariff and Rate Interpretation; Overcharge, Loss and Damage; Import and Export Practice; Classification and Rail Com-

mittee Procedure. (Prerequisite: Ec 118-114. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) *Two semester course*. Six credit hours.

Friday, 6:40 to 9:15.

Mr. Flamm

123. **Business Statistics.** A study of the manner of presentation of specific and general business reports for the purpose of graphically determining their economic significance. *Second semester course*. Three credit hours.

Monday, 6:40 to 9:15.

Mr. McAnaw

125. **Elementary Industrial Statistics.** The purpose of this course is an understanding of the fundamental bases of statistics. Such topics as: presentation of data, mean and standard deviation, probability, the binomial, the Poisson, the normal, and the sample mean distributions, are studied. Problems in the course are related to industry. *First semester course*. Three credit hours.

Monday, 6:40 to 9:15.

Fr. Allen

126. **Quality Control.** This course considers the simpler applications of the previous course to industrial processes. Such matter as quality-control charts and their characteristic curves are studied in detail. Acceptance sampling by attributes or variables, together with sequential analysis, is also discussed. *Second semester course*. Three credit hours.

Monday, 6:40 to 9:15.

Fr. Allen

127. **Publicity.** A study of the basic tools and techniques used by the publicist and an analysis of major media used in publicity work. *Second semester course*. Two credit hours.

Tuesday, 8:25 to 10:10.

Dr. Link

128. **Public Relations.** Development, role and function of Public Relations. Covers methods for building public confidence, stockholders, industry, employee, community relations. Sales Force, dealer and customer relations. Methods of applying these relation techniques to the Utility, Financial, Trade and Labor organizations, Large and small Retailers, Non-profit and Religious groups, newspapers, radio and television operations, as well as manufacturing businesses. *First semester course*. Two credit hours.

Tuesday, 8:25 to 10:10.

Dr. Link

131. **Principles of Marketing.** A study of the elements of distribution in a capitalistic economy. The topics include: marketing functions, wholesaling, retailing, financing, transportation, the various types of retail institutions. *First semester course*. Three credit hours.

Monday, 6:40 to 9:15.

Mr. Sheehan

- 132. Problems of Marketing.** The problems include the spread between production costs and costs to consumers; types of wholesaling and retailing; survey of sales projects; finance of distribution; reduction of costs. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Sheehan
- 136. Principles of Retailing.** Analysis of fundamental principles underlying the operation of retail stores. Store location; layout and merchandise classification; types of store organization; buying, selling and pricing methods and policies; publicity and promotion; store system and store service; general policies and controls. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Schuck
- 137. Principles of Wholesaling.** The relationship of wholesaling to the marketing structure; kinds of wholesaling; types of middlemen; internal organization of wholesaling firms and their relationship to the commodity field; cost studies, legal aspects; trade associations. *First semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Schuck
- 139. Consumer Economics.** A study of buying methods and techniques, budgeting, evaluation of marketing values in American and world markets, and of sales and advertising factors influencing consumer purchases and choices. U. S. Government publications—"Consumer Research" and "Consumers Union"—together with several independent publications are studied. The course affords beneficial training in wise and economical purchasing and consumption. *First semester course.* Three credit hours.
Not offered in 1953-54.
- 141. Principles of Advertising.**
(Cf. page 52 for course description.)
- 142. Principles of Advertising.**
(Cf. page 52 for course description.)
- 143. Advanced Advertising: Copywriting.**
(Cf. page 52 for course description.)
- 144. Advanced Advertising.**
(Cf. page 52 for course description.)
- 145-146. Principles of Salesmanship.** A valuable course for anyone who wishes to learn the principles of selling. Persons engaged as younger salesmen and those who contemplate operating their own business will find here either a refresher course or a knowledge of

the basic principles of marketing. Emphasis is placed upon the necessity of adequate preparation, the correct procedure in approaching the buyer, the proper kind of presentation and the importance of closing a sale. Learning to sell by actually selling in class demonstrations. Acquiring poise and the ability to speak in public. The pitfalls to avoid in selling. Experience in prepared sales argumentation and impromptu debate. Final development of the primary characteristics of a successful salesman. *Two semester course.* Four credit hours.

Tuesday, 6:40 to 8:20.

Mr. Sundermann

- 151. Money and Banking.** The present money and banking system and how it works. The theory and history of money, credit and commercial banking. *First semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Dr. Hailstones

- 158. Business Cycle Analysis.** History and description of business cycles; measurement and pattern of cycles; and analysis of the various theories of business cycles; problem of economic stability; analysis of anticyclical measures. *Second semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Dr. Hailstones

- 161-162. Business Law. Contracts; Agency.** A course designed to give the average business man or woman a fundamental knowledge of such law as is used daily in the business world. Practical problems involving real estate transactions, current court cases, agency relationships and contractual problems are discussed in detail. Pertinent questions by students involving personal legal problems form a part of each class period. *Two semester course.* Four credit hours.

First Semester:

Thursday, 8:25 to 10:10. Ec 161, Contracts Mr. Muething

Tuesday, 6:40 to 8:20 Ec 162, Agency Mr. Settelmayer

Second Semester:

Thursday, 8:25 to 10:10. Ec 162, Agency Mr. Muething

Tuesday, 6:40 to 8:20 Ec 161, Contracts Mr. Settelmayer

- 165-166. Interstate Commerce Law.** Interstate Commerce Act and related Acts and Cases. Practice and procedure before the State Regulatory Commissions and the Interstate Commerce Commission. (Prerequisites: Ec 115-116. Students with sufficient traffic background or practical experience will be permitted to register without prerequisites.) *Two semester course.* Six credit hours.

Friday, 6:40 to 9:15.

Dr. Keeling

- 168-169. Time and Motion Study.** An introduction to time and motion study; its history; principles; scope; fundamental hand motions; work places; standardization; simplification; analysis charts; relation to incentives; uses and applications. *Two semester course.* Four credit hours.
Offered in 1952-53.
- 171. Personnel Management.** The principles and practices in the field of the administration of human relations in industrial and commercial world. Emphasis is given to the scientific techniques and devices in development of the well-rounded personnel program, including techniques of interviewing, testing, evaluation of statistics and tests, placement, job rotation, promotion, safety and health programs, and general personnel services. *First semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Dr. Bryan
- 172. Personnel Problems.** *Second semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Dr. Bryan
- 174. Business Organization and Management.** A study of the basic principles and theories of managerial organization; development of theories of organization; organization structure; types of organization; managerial control techniques; functions of the executive; management as a profession; relations of the business organization with society and government. Prerequisites: Ec 33, 34. *First semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Mr. Vallee
- 175. Production Management.** A study of plant and factory operation and management; job analysis; time study; problems in production operations, distribution, transportation and purchasing of materials, parts and equipment; factory cost analysis. Prerequisites: Ec. 33-34. *Second semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Mr. Vallee
- 181. Economic Geography.** A study of world resources and trade, with special reference to the chief economic materials; the typical manufacturing industries; the systems of transportation; and the influence of geographic facts upon the commercial position of nations.
Offered in 1952-53.
- 183. Current Economic Problems.** Pertinent problems of current interest in America today in the field of Economics will be analyzed to determine their effect on the economy. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Dr. Hailstones

187. **Philosophy of Communism.** The fundamental principles of Marxist Communism; their origins in the writings of Marx, Engels, Lenin and Stalin; their relative importance; popular and orthodox Communism; economic principles of Communism and their spiritual foundation; critical analysis of important contemporary arguments against Communism. *Second semester course.* Two credit hours.
Tuesday, 8:25 to 10:10. Fr. Dimond
188. **Advanced Economic Theory.** An advanced study of economic principles, including an analysis of such fundamental concepts as value and price, rent, interest, wages, and profits, and their relation to the current problems of production, distribution and exchange. *Second semester course.* Three credit hours.
Offered in 1952-53.
189. **Christian Theory of Economics.** A study of elementary economics from the viewpoint of Christian ethics; a study of the Encyclicals of Popes Leo XIII and Pius XI as they affect the science of economics and business; an evaluation of Karl Marx's *Communist Manifesto*. A course planned to help the future business man plan a code of ethics founded on solid Christian principles basic to effective living in a democratic society. *First semester course.* Two credit hours.
Tuesday, 8:25 to 10:10. Fr. Besse

English (En)

Success in any activity is most surely to be won by the man or woman who has attained proficiency in the two aspects of English—communication and literature.

Communication, while basic, is a prerequisite to real academic progress, just as it is essential to every important endeavor in the world. It involves four activities: seeing, reading, writing, and speaking. The intelligent person observes with interest the world about him. He comprehends what he reads and hears, and he does so easily, accurately, fully, and thoughtfully. He expresses, in clear and incisive prose and in intelligible speech, the result of his experience—living, working, and thinking. So endowed, he is able to meet each new situation with justified confidence.

Literature—at once man's heritage from the ages and, as he adds to it, his bequest to the ages—stimulates his intellectual and emotional reactions, and supports and enriches his power of communication. The literature of England and of America informs him of the past and the present, and keeps alive his civilized traditions. Through its benign influence he is brought to understand his fellowmen: to live purposefully and composedly; to see beyond the ordinary; even, perhaps, through goodness, truth, and beauty, to glimpse the stars.

- 1-2. **Practical English: Spoken and Written.** A course in the fundamentals of conversational and written English, designed to meet the everyday needs of the average person in social, business, or professional life. Emphasis is placed on vocabulary building, variety and correct-

ness of sentence structure, and the writing of short themes under the immediate supervision of the instructor. *Two semester course*. Four credit hours.

Friday, 6:40 to 8:20.

Mr. Glenn

N.B.—En 1-2 may not be used to satisfy the English requirement of the degree programs.

3. **Rhetoric and Composition.** The principles governing intelligent reading, conversational style and effective writing; a short review of the mechanics of composition and the rules of exposition; readings from contemporary literature. *First semester course*. Three credit hours.

Friday, 6:40 to 9:15.

Mr. Martin

4. **Rhetoric and Composition.** A continuation of English 3. Intensive work in composition with emphasis on description and narration; special readings in the American short story. *Second semester course*. Three credit hours.

Friday, 6:40 to 9:15.

Mr. Martin

5. **News Writing.**

(Cf. page 71 for course description.)

6. **Newspaper Analysis.**

(Cf. page 71 for course description.)

- 21-22. **Business English.** Fundamental principles of English; English composition as applied to all business correspondence; application of English principles to effective business letter writing and the writing of well organized business reports. Emphasis is placed upon the attitude of the correspondent toward the addressee; qualities, appeal, form and parts of a business letter and business report. *Two semester course*. Four credit hours. Two sections.

Tuesday, 8:25 to 10:10.

Mr. Gartner

Thursday, 6:40 to 8:20.

Mr. A. Nolan

Upper Division Courses

- 101-102. **Creative Writing: Advanced Composition.** For the following kinds of students: those interested seriously, even professionally, in writing; those whose work entails composition; those who wish further discipline in analyzing what they read and in synthesizing what they think; those curious about magazine literature and authors' trade secrets. Discussion will center around the following topics: consideration of articles in current magazines; the methods and technique of writing for publication; how to choose a subject; gathering, selecting,

and organizing material; the market; the reader; the professional tone; testing and revising the product. A writer's laboratory will be conducted throughout the year. *Two semester course*. Six credit hours. Not offered in 1953-54.

111. **Aesthetics and Literary Criticism.** A presentation of the philosophical basis of aesthetics; elements of taste; aesthetic effects; critical standards and schools of criticism. *Second semester course*. Three credit hours.

Not offered in 1953-54.

120. **Modern Drama.** A course in modern European and British drama. *First semester course*. Three credit hours.

Offered in 1952-53.

121. **Modern Drama.** This course will be confined to English and American Drama, with emphasis on reading. Influences and development are studied. *Second semester course*. Three credit hours. Offered in 1952-53.

125. **The Short Story.** A study of the theories of the short story and a critical analysis of representative selections to ascertain their comparative merits. An approach intended to investigate the literary content of the stories. *First semester course*. Three credit hours.

Tuesday, 6:40 to 9:15.

Mr. Helmes

127. **Publicity.**

(Cf. page 71 for course description.)

128. **Public Relations.**

(Cf. page 71 for course description.)

131. **The Novel.** The novel from its beginnings to 1930 will be reviewed. Emphasis will be placed on understanding of the novel as a type and as a reflection of the age in which it was written. *First semester course*. Three credit hours.

Not offered in 1953-54.

132. **The Contemporary Novel.** A review of the development of the novel. A study of modern literary thought and trends in the novel. A critical analysis of ten representative novels with the emphasis on the author's literary philosophy and the value of the novel to literature. *Second semester course*. Three credit hours.

Tuesday, 6:40 to 9:15.

Mr. Helmes

136. **World Literature: Middle Ages.** A study of Dante and the *Divine Comedy*. *First semester course*. Three credit hours.

Not offered in 1953-54.

- 142. Survey of English Literature.** This course is designed to be a comprehensive view of the constantly changing English manners, customs, ideas, and institutions from the age of Beowulf to the 20th century. The student experiences an appreciative study of England's finest writers. The first semester covers the period ending in 1750. The second semester brings the student up to the present day. *First semester course.* Three credit hours.
Offered in 1952-53.
- 143. Survey of English Literature.** A continuation of En 142. *Second semester course.* Three credit hours.
Offered in 1952-53.
- 150. Shakespeare.** This course is an introduction to the study of Shakespeare; his life, influences, sources, development. About ten representative plays will be studied, and others will be assigned for supplementary reading. *First semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Feldhaus
- 151. Shakespeare.** Plays to be studied will be chosen from the periods during which Shakespeare composed his historical plays and comedies. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Feldhaus
- 175. Studies in Modern Prose.** Important trends in English and American prose since 1900. Standards for evaluating the novel, the short story, the essay, the drama, and biography will be determined. Authors will include Conrad, Bennett, Galsworthy, Forster, Chesterton, Strachey, Mansfield, James, O'Neil, Dreiser, Morley, Wolfe, Allen, Anderson, and several others. *First semester course.* Three credit hours.
Not offered in 1953-54.
- 176. Studies in Modern Poetry.** British and American poetry since about 1900. To arrive at an understanding of contemporary work in the light of critical principles, the themes and the forms used in today's poetry will be analyzed. Poets will include Hardy, Eliot, H. D. de la Mare, the Kilmers, Lindsay, Frost, Lowell, Masters, Masfield, Robinson, Millay, Belloc, Sassoon, Teasdale, Yeats, Thompson, Sandburg, and others. *Second semester course.* Three credit hours.
Offered in 1952-53.
- 181-182. Survey of American Literature.** A broad study of the development of thought, spirit, temper, and culture in America from Colonial times to the present, as reflected in significant writings of outstanding American spokesmen. *Two semester course.* Six credit hours.
Thursday, 6:40 to 9:15. Dr. Willer

183. **The American Novel.** A study of the American novel—its development, picturization of national life, philosophical implications and value as an art form. *First semester course.* Three credit hours. Not offered in 1953-54.
188. **Catholic Literature.** This course is designed to be a comprehensive view of Catholic culture and civilization reflected in English Literature, beginning with the Apostolic Age and continuing through the centuries to the present day. *First semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Mr. J. Nolan
189. **Catholic Literature.** This course will include lectures on Newman, Thompson, Hopkins, Johnson, Chesterton, Merton and Lowell. *Second semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Mr. J. Nolan
190. **Newman: The Idea of a University.** A true revelation of Newman's position in the educational life of his day and later, together with a study of *The Idea of a University*—its philosophical basis enhanced by its literary and religious aspects. *First semester course.* Three credit hours.
Not offered in 1953-54.
192. **Chesterton.** A study of the life and work of Gilbert K. Chesterton as a man of letters and as an able expositor of the Catholic faith. Two credit hours.
Not offered in 1953-54.
199. **Senior Tutorial Course.** Directed reading and undergraduate research required of all majors in their senior year. Two credit hours.

History (Hs) and Political Science (Po)

The History department has a three-fold purpose: informational, assisting students to obtain an accurate knowledge of past events by a familiar use of the best secondary and primary sources; disciplinary, developing intellectual perspicacity in an untiring quest for truth and critical acumen in evaluating evidence; cultural, promoting an objective but sympathetic attitude toward personages and problems of various times, improvement of both taste and historical imagination.

In the courses in Political Science the student will secure an appreciation of the operations of public administration and party policies.

7. **Europe to 1500.** This course is a survey study of the development of European civilization from ancient times to the Protestant revolt. It is designed specifically for a student's first year of college history. During the course of the study the major movements and their

leaders in the development of Europe are stressed. *First semester course.* Three credit hours.

Wednesday, 6:40 to 9:15.

Fr. Link

8. **Europe Since 1500.** This study is a continuation of Hs 7, from the Protestant revolt to current times. It is designed to stress the formation and development of new nations and empires, and to lay emphasis on the economic revolutions up to World War II. *Second semester course.* Three credit hours.

Wednesday, 6:40 to 9:15.

Fr. Link

Upper Division Courses

111. **Early Middle Ages, 300-1300.** The outstanding personages and events during the period when Europe became Christian. Social and economic trends are stressed. *First semester course.* Two credit hours. Not offered in 1953-54.

112. **Late Middle Ages, 1300-1500.** A continuation of Hs 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. *Second semester course.* Two credit hours. Not offered in 1953-54.

124. **French Revolution.** Causes of the modern revolutionary spirit. Philosophes and bourgeois radicals. Constitutions and oppositions. Napoleon and Pitt. *First semester course.* Three credit hours. Offered in 1952-53.

126. **Europe from 1848 to 1914.** Two generations of material progress and social ferment. Nationalistic rivalries, imperialistic policies, *Realpolitik*. Peace efforts. *First semester course.* Three credit hours. Offered in 1952-53.

129. **Europe Since 1914.** War, exhaustion, renewed imperialism. National dictatorships, attempted world-wide alignments on ideological grounds. Economic chaos. New scientific attacks on religion. Universal war. Reconstruction efforts. A world divided. *Second semester course.* Three credit hours. Offered in 1952-53.

135. **English Constitutional History.** An examination of the ideas and human forces that gave the English people their special political character, the evolution of the national parliament, and English liberties. *First semester course.* Three credit hours.

Tuesday, 6:40 to 9:15.

Dr. Peters

136. **English Social and Economic History.** A study of feudalism and the manor; commerce and medieval towns; colonial expansion; Tudor economic changes; and transformations of the Industrial Revolution. *Second semester course.* Three credit hours.
Tuesday, 6:40 to 9:15. Dr. Peters
141. **The United States, 1763-1865.** The American Revolution. The Confederation and the Constitution. Washington, Hamilton, and the Federalists; Jefferson, Madison, and the Republicans; the era of Andrew Jackson; the slavery question; the Civil War. *First semester course.* Three credit hours.
Monday, 6:40 to 9:15. Fr. Conry
142. **The United States, 1865-19—.** The Problem of Reconstruction; westward expansion; the railroads; the developments in agriculture and industry; the rise of the cities; modern inventions and their influence on American life, culture, and society; the United States as a world power. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Fr. Conry
145. **Civil War and Reconstruction, 1861-1885.** The War. Healing war wounds. Railroad development. Western State growth. A "New South." Republican hegemony in national politics. Higher education. Immigration impacts. Rise of "Labor." Three credit hours.
Offered in 1952-53.
148. **Constitutional History of the United States.** The elements of constitutional thinking and action in colonial times. The making of the federal constitution. Amendments, interpretations. Changing attitudes due to new conditions of life and vagaries of ideology. *Second semester course.* Three credit hours.
Offered in 1952-53.
149. **The Catholic Church in the United States.** The origin, difficulties, expansion, consolidation, influence and progress of the Catholic life. Internal and external opposition. Catholic education, and complete participation in American life. *First semester course.* Three credit hours.
Offered in 1952-53.
150. **The History of Ohio, 1761-19—.** A course in the geography, early travels, Indian troubles, land companies, city and town beginnings, constitutional and political development, culture, education and social character of the state. *Second semester course.* Three credit hours.
Offered in 1952-53.

151. **Colonial Hispanic America, 1492-1810.** The colonial empire of Spain and Portugal in the Americas to the Wars of Liberation. A study of the backgrounds of Latin American civilization and culture, especially the administrative, economic, social, educational, and religious institutions. *First semester course.* Two credit hours.
Not offered in 1953-54.
152. **Republican Latin America, 1810-19—.** The history of the formation and development of the South American republics. Special emphasis is to be placed on foreign influences brought to bear upon the various states. *Second semester course.* Two credit hours.
Not offered in 1953-54.
161. **History of Spain.** The history of Spain from prehistoric times to the present day. Emphasis is placed on cultural achievements. *First semester course.* Three credit hours.
Not offered in 1953-54.
166. **History of Russia.** From Vladimir and Kiev to Stalin. Early contact with Byzantium. Mongol invasion. Rise of the Romanovs. Westernization conflicts with oriental tradition. Industrial Revolution. Social and political unrest. Scientific and cultural advances. Outbreak of the Red Revolution. Present position in the world. *First semester course.* Three credit hours.
Not offered in 1953-54.
173. **Foreign Relations of the United States, 1783-1865.** Dealings with European governments from independence to the Civil War. Foreign service. Formation of foreign policy. Politics and foreign policy. John Quincy Adams. William Henry Seward. *Second semester course.* Three credit hours.
Not offered in 1953-54.
177. **Contemporary Problems of World Peace.** Political, economic, social adjustment. The plans of the leading parties. Foci of difficulty. Forces urging harmony. New American seriousness over international responsibilities. Occupied territories. Treaty questions. *First semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Dr. Goodman
181. **The Near East, 1683-19—.** Balkan and Asia Minor geography. Native unities. Turkish hegemony. Foreign interests. The move toward freedom. Powers limiting freedom. Culture and religion. *Second semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Dr. Goodman

183. **The Far East.** A study of China from ancient times in its setting of Pacific neighbors, and of its modern competitor, Japan. Early culture; European contact; Westernization; political tangles; current pressures; American interests. *First semester course.* Three credit hours.

Not offered in 1953-54.

Political Science (Po)

1. **American Government: Federal Government.** The American philosophy of government. Pattern of the Federal Government as it has been formed through the growth of customs, party practices, decisions of courts, administrative agencies. *First semester course.* Three credit hours.

Not offered in 1953-54.

2. **American Government: State and Local Government.** Position of the State in the Federal System. Local units of government. Concurrent tax and court systems. Elections. Efforts in democracy—initiative, referendum, recall, direct primary, city manager. *Second semester course.* Three credit hours.

Not offered in 1953-54.

101. **The State.** Origin of civil power. Nature of political authority; its limitations in itself and from parallel institutions. Foundations of a government-in-being. Organizations and functions. Varieties in forms. Constitutional government. *First semester course.* Three credit hours.

Not offered in 1953-54.

102. **Public Administration.** Executive powers; channelling the powers; checks; cooperating bodies. *Second semester course.* Three credit hours.

Not offered in 1953-54.

112. **Conduct of Foreign Affairs in the United States.** Analysis of the constitutional provisions touching foreign affairs. Make-up and operation of the State Department. The foreign service. Congress and other agencies in the process. *First semester course.* Three credit hours.

Not offered in 1953-54.

121. **Comparative (Foreign) Government.** A comparative study of representative types of government; constitutional beginnings, organization, methods of legislation and administration. Special attention will be given to the governments of France, Germany, Great Britain, Japan, the U.S.S.R. *First semester course.* Three credit hours.

Friday, 6:40 to 9:15.

Dr. Goodman

122. **Development of Totalitarianism.** Development of totalitarianism after World War I. An examination of the origins, objectives, and possible consequences. Influence of social factors, nationalistic motives, and of ideology. *First semester course.* Three credit hours.
Not offered in 1953-54.
131. **History of Political Theory, I.** Early theories of government. Developments after Rome. St. Augustine. Growth of kingship, of parliamentary ideas. English liberties. Continental tendencies. Influence of Canon Law. Secularism. *First semester course.* Three credit hours.
Not offered in 1953-54.
132. **History of Political Theory, II.** Rise of absolutism and its defenders. Critics. Modern democratic thought. Justifications of dictatorship. International law. Restatements of the natural law. Force doctrines. Materialist theories. Papal pronouncements. Pre-requisite: Po 131. *Second semester course.* Three credit hours.
Not offered in 1953-54.
135. **English Constitutional History.** An examination of the ideas and human forces that gave the English people their special political character, the evolution of the national parliament and English liberties. *First semester course.* Three credit hours.
Tuesday, 6:40 to 9:15. Dr. Peters
140. **History of American Political Parties.** Development of the party system. Factors specifying types of parties. Varieties of leadership. Programs. *First semester course.* Three credit hours.
Offered in 1952-53.
141. **Growth of Administrative Law.** European systems. American problems and solutions. Industrial relations. Socializing tendencies. *First semester course.* Three credit hours.
Not offered in 1953-54.
151. **International Law.** The *Jus Gentium*. Vitoria. Grotius, International treaties. Problems arising from Communist theory and definitions. Regional agreements. World organization. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Dr. Goodman
177. **Contemporary Problems of World Peace.** Political, economics, social adjustment. The plans of the leading parties. Foci of difficulty. Forces urging harmony. New American seriousness over international responsibilities. Occupied territories. Treaty questions. *First semester course.* Three credit hours.
Wednesday, 6:40 to 9:15. Dr. Goodman

Journalism (En)

The power of the written word is said to be best exemplified today in the newspaper. These courses in Journalism, called newspaper work by the layman, are designed to acquaint students with recognized methods of expressing themselves simply and concisely in writing. Paced to the times, the courses include an analysis of the newspaper's place in a post-war world.

The courses in Journalism are of interest to three groups of students: first, to those who desire the basic training for practical work on the editorial staff of a newspaper or periodical; second, to those who wish to do freelance writing or publicity; third, to those who wish to enter the field of advertising.

In order to profit fully from the courses in Journalism, it is suggested that these be supplemented by background courses in history, English, and economics.

5. **News Writing.** Gathering the news and presenting it for publication. Lectures on the operations of a newspaper, the administration of the news staff and news values. Discussion of the merit of various presentations of news stories. Practical exercises in writing news stories. *First semester course.* Two credit hours.

Not offered in 1953-54.

6. **Newspaper Analysis.** The social functions of a newspaper, its editorials, crusades. Operation of special departments and the presentation of radio news. The newspaper method of covering the vital news sources. Continued exercises in writing news stories. Prerequisite: En 5. *Second semester course.* Two credit hours.

Not offered in 1953-54.

127. **Publicity.** A study of the basic tools and techniques used by the publicist and an analysis of major media used in publicity work. *Second semester course.* Two credit hours.

Tuesday, 8:25 to 10:10.

Dr. Link

128. **Public Relations.** Development, role and function of Public Relations. Covers methods for building public confidence, stockholders, industry, employee, community relations, Sales Force, dealer and customer relations. Methods of applying these relation techniques to the Utility, Financial, Trade and Labor organizations, Large and small Retailers, Non-profit and Religious groups, newspapers, radio and television operations, as well as manufacturing businesses. *First semester course.* Two credit hours.

Tuesday, 8:25 to 10:10.

Dr. Link

Mathematics (Mt)

The courses in Mathematics are intended to aid in the development of exact and rigorous methods of thought; to give the student the mathematical background and preparation necessary in every field of science and business.

- B. **Elementary Plane Geometry.** A course in high school geometry for those who lack units in this subject. No college credit.

Offered in 1952-53.

1. **Mathematics of Finance.** This is a preparatory course, primarily for students of commerce and business administration. Its subject matter is applicable to financial problems of modern life, or to the preparation of students for engineering, law, and liberal arts. The course includes a review of elementary algebra, a study of the principles of simple interest and discount, the application of these principles to commercial problems, and an explanation of logarithms. *First semester course.* Two credit hours.

Tuesday, 6:40 to 8:20.

Mr. O'Leary

2. **Mathematics of Finance.** A continuation of Mt 1. It is concerned with compound interest, annuities, amortization and sinking funds, capitalization, depreciation, and allied topics. *Second semester course.* Two credit hours.

Tuesday, 6:40 to 8:20.

Mr. O'Leary

3. **Trigonometry.** Definitions of the trigonometric functions, their mutual relations; solution of right and oblique triangles; logarithms; trigonometric equations and identities; inverse functions; graphs of the functions; applications. *Second semester course.* Three credit hours.

Thursday, 6:40 to 9:15.

Mr. Marcaccio

4. **College Algebra.** Review of fundamental operations and principles; quadratic equations; systems of quadratics; variation; progressions, logarithms; permutations and combinations; probability; determinants; complex numbers; theory of equations; partial fractions. *First semester course.* Three credit hours.

Thursday, 6:40 to 9:15.

Mr. Marcaccio

6. **Analytic Geometry.** Cartesian and polar coordinates; loci and their equations; discussion of the properties of the straight line and of the conic sections. Prerequisites: Mt 3 and 4. *First semester course.* Three credit hours.

Not offered in 1953-54.

Upper Division Course

151. **Differential Calculus.** Fundamental notions of variables, functions, limits, derivatives, and differentials; differentiation of the ordinary algebraic, exponential, and trigonometric functions with geometric applications to maxima and minima, curvature, inflexions and envelopes; Taylor's formula. *Second semester course.* Three credit hours.

Not offered in 1953-54.

Modern Languages

The courses in this department are in the French, German, and Spanish languages. The nature of the courses and their content are such as to secure the following sequence of objectives:

1. A mastery of grammar and syntax and an acquaintance with the elements of style as an immediate preparation for the study of literature. This objective will also include an ability to converse with correct pronunciation and natural inflexion.

2. A knowledge and appreciation of the literature of the language.

3. An acquaintance with the history and culture of the people from which the language comes.

Twelve credit hours of lower division work, or the equivalent, will be required as a prerequisite to upper division courses. Students who take upper division courses in the department of Modern Languages will be advised in the selection of courses by the director of the department.

FRENCH (Fr)

1-2. **Elementary French.** This course is intended primarily to aid the student in acquiring an ability to read the French language. For this purpose insistence will be placed upon extensive readings in simple French prose. About a third of the course time will be allotted to grammar study and grammar exercises. A thorough drill in pronunciation will be given, and the student's ear will be attuned to the spoken language by the frequent use of French recordings in prose, poetry, and song, both popular and folklore. *Two semester course.* Six credit hours.

Wednesday, 6:40 to 9:15.

Mr. Lozier

31. **Intermediate French.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Fr 1 and 2. *First semester course.* Three credit hours.

Friday, 6:40 to 9:15.

Mr. Bourgeois

32. **Intermediate French.** A continuation of Fr 31. *Second semester course.* Three credit hours.

Friday, 6:40 to 9:15.

Mr. Bourgeois

Upper Division Courses

101. **Conversation and Composition.** An advanced course in syntax and composition. *First semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Mr. DeGuzman

102. **Advanced Composition.** An advanced course in stylistics. A continuation of Fr 101. *Second semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Mr. DeGuzman

121. **Modern French Prose.** The study of novels and short stories by modern prose writers; Erekmann-Chatrian, Bazin, Chateaubriand and others. *First semester course.* Three credit hours.
Not offered in 1953-54.
124. **The Short Story.** The reading and study of representative short story writers. *Second semester course.* Three credit hours.
Not offered in 1953-54.
141. **Poetry of the Nineteenth Century.** Readings from Victor Hugo, Lamartine, Vigny, Musset and others. *First semester course.* Three credit hours.
Not offered in 1953-54.
151. **Drama.** A reading of dramas chosen from such authors as Corneille, Moliere, Racine and others. *First semester course.* Three credit hours.
Offered in 1952-53.
152. **Drama.** A continuation of Fr 151. *Second semester course.* Three credit hours.
Offered in 1952-53.
161. **French Literature.** French literature from early times to the close of the reign of Louis XIV. *First semester course.* Three credit hours.
Not offered in 1953-54.
162. **French Literature.** French literature in the seventeenth, eighteenth and nineteenth centuries. *Second semester course.* Three credit hours.
Not offered in 1953-54.
181. **Contemporary Catholic Writers.** The Catholic spirit in French literature, and the Catholic literary revival in France. *Second semester course.* Three credit hours.
Not offered in 1953-54.

GERMAN (Gr)

- 1-2. **Elementary German.** Pronunciation and grammar of the German language; written exercises, reading, dictation and conversation in German. *Two semester course.* Six credit hours.
Wednesday, 6:40 to 9:15. Mr. Rieselman
31. **Intermediate German.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Gr 1 and 2. *First semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Rieselman

32. **Intermediate German.** A continuation of Gr 31. Prerequisite: Gr 31. *Second semester course.* Three credit hours.
Friday, 6:40 to 9:15. Mr. Rieselman

Upper Division Courses

101. **Conversation and Composition.** An advanced course in syntax and composition. *First semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Bourgeois
102. **Advanced Composition.** An advanced course in stylistics. A continuation of Gr 101. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Bourgeois
111. **The Modern Novel, 1880-1933.** A study of the literary development of the period and of representative authors including Arthur Schnitzler, Rainar Maria Rielke, Paul Ernst, Wilhelm Schaefer and Hans Fallada. *First semester course.* Three credit hours.
Not offered in 1953-54.
112. **Modern Drama, 1880-1933.** A study of the principal trends in the drama of the period and of representative authors including Hauptmann, Hofmannsthal, Kaiser, Toller and von Unruh. *Second semester course.* Three credit hours.
Not offered in 1953-54.
121. **Nineteenth Century German Literature.** Main currents of German Literature from the rise of Romanticism to the flowering of Naturalism, from Novalis to Nietzsche. *First semester course.* Three credit hours.
Not offered in 1953-54.
122. **Nineteenth Century German Literature.** Continuation of German 121. *Second semester course.* Three credit hours.
Not offered in 1953-54.
161. **German Literature Survey.** The development, forms, and characteristics of German literature before the eighteenth century. Selected readings. *First semester course.* Three credit hours.
Offered in 1952-53.
162. **German Literature Survey.** The literature of the eighteenth and nineteenth centuries. *Second semester course.* Three credit hours.
Offered in 1952-53.

163. Schiller. A study of the life and works of Schiller, and of the literary movements of the nineteenth century. *First semester course*. Three credit hours.
Not offered in 1953-54.
164. Goethe. Lectures and readings in Goethe's works, together with a study of his life and times. *Second semester course*. Three credit hours.
Not offered in 1953-54.

SPANISH (Sp)

- 1-2. **Elementary Spanish.** This course is designed to impart a firm foundation in the primary elements of the Spanish language in preparation for later studies of the literature of the language, and for eventual fluency in speech and commercial use. The basic elements, including vocabulary and syntax, will be stressed until mastered to an extent that more advanced study will be profitable. *Two semester course*. Six credit hours.
Wednesday, 6:40 to 9:15. Mr. Meirose
31. **Intermediate Spanish.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Sp 1 and 2. *First semester course*. Three credit hours.
Friday, 6:40 to 9:15. Mr. Meirose
32. **Intermediate Spanish.** A continuation of Sp 31. *Second semester course*. Three credit hours.
Friday, 6:40 to 9:15. Mr. Meirose

Upper Division Courses

121. **The Spanish Novel of the Renaissance.** A study of the works of the leading novelists of the fifteenth and sixteenth centuries. Lectures and discussions in Spanish. Collateral readings. *First semester course*. Three credit hours.
Not offered in 1953-54.
122. **Novela del Siglo de Oro.** The development of the novel during Spain's literary Golden Century closing with Cervantes' *Don Quijote*. Lectures, readings and discussions. Collateral readings. *Second semester course*. Three credit hours.
Not offered in 1953-54.
123. **The Spanish Novel of the Nineteenth Century.** A continuation of Sp 121 in purpose and method. The works chosen come from the silver age of Spanish literature. *First semester course*. Three credit hours.
Not offered in 1953-54.

124. **The Spanish Novel of the Twentieth Century.** A study of the novel since 1900. Readings from Blasco Ibanez, Valle-Inclan, Pio Baroja, Ricardo Leon, and others. *First semester course.* Three credit hours.
Not offered in 1953-54.
125. **Teatro Del Siglo De Oro.** Lectures, readings and discussions on the leading plays and playwrights of Spain's brilliant XVI-XVII century. The Spanish stage; dramatic forms. *First semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Vasquez
130. **Modern Short Story.** Lectures, readings and discussions on the best known contemporary short stories. *First semester course.* Three credit hours.
Offered in 1952-53.
141. **Early Spanish Poetry.** A study of the *Petrarquistas* and *Tradicionalistas*. *Escuela Salmantina* and *Escuela Sevillana*. *Second semester course.* Three credit hours.
Not offered in 1953-54.
143. **Nineteenth Century Drama.** The romantic theme predominates throughout the century in Spanish letters. Through the study of selected plays the student has the opportunity to become acquainted with the most prominent dramatists of the epoch. *Second semester course.* Three credit hours.
Monday, 6:40 to 9:15. Mr. Vasquez
161. **Spanish Authors.** A course devised to give the student a general knowledge of the leading figures in Spanish letters. Lectures and discussions in Spanish. Three credit hours.
Not offered in 1953-54.
164. **Cervantes.** The study of Spain's greatest literary figure: his life and work previous to *Don Quijote*. Lectures and readings. *First semester course.* Three credit hours.
Not offered in 1953-54.
165. **Cervantes.** An analytical study of *Don Quijote*. A continuation of Sp 164. *Second semester course.* Three credit hours.
Not offered in 1953-54.

Philosophy (Pl)

To supply an essential requirement in the cultural development of the trained man, to provide a fair acquaintance with concepts necessarily employed in the social sciences, to give point and direction to the efforts of

the learner along the line of self-management: these are the aims of the group of courses in this department.

The study of human nature is not the least important element in the mental acquisitions of a cultured man, not only because of the intrinsic worth of such discipline, but also because of its many and unavoidable applications in the fields of ethics, social endeavor, and everyday practical life. The balance of personality and judgment possessed by the truly cultivated man is derived in large measure from the self-knowledge which is made possible by a fair understanding of human nature. That this study should regularly include the course in the Philosophy of Man (Philosophy 111) is the conviction shared by the best neo-scholastic tradition.

33. **Logic.** Aristotelian logic. The science of clearness, correctness and order in the fundamental operation of the intellect; inductive reasoning, and the informal reasoning of everyday life and literature. Offered each semester. Two credit hours.

Tuesday, 6:40 to 8:20.

Mr. Sauter

Upper Division Courses

100. **Metaphysics.** The science of the first principles of being; the concept and modes of being; the transcendentals; theories of analogy, act and potency; the Aristotelian categories emphasizing substance and relation; the theory of efficient causality and of purpose. *First semester course.* Three credit hours.

Wednesday, 6:40 to 9:15.

Dr. Harkins

105. **Philosophy of Nature.** An historical study of the basic problems concerning metaphysics of matter; the continuum, quantity, mechanicism, space, place, motion, time and constitution of matter; a study of the hylomorphic theory in relation to modern scientific theories. *First semester course.* Three credit hours.

Monday, 6:40 to 9:15.

Fr. Lemmer

106. **Natural Theology.** An inductive inquiry into the question of Infinite Reality culminating in the philosophy of Infinite Being; a purely rational study of the nature and properties of Infinite Being; an approach to religion in the light of reason. Three credit hours.

Not offered in 1953-54.

111. **Philosophy of Man.** The specific attributes of man; origin of human knowledge; intellect, will, freedom, habits; the constitution of man; theories of the soul; the unity of man; person. *Second semester course.* Three credit hours.

Wednesday, 6:40 to 9:15.

Dr. Harkins

131. **Principles of Ethics.** The science of the first principles of human goodness; the purpose of human life; the human act; morality and its essential norm; the general theory of law and rights; conscience; virtue. *First semester course.* Three credit hours.

Thursday, 6:40 to 9:15.

Fr. Uhl

132. **Christian and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic and political relationships of the individual. Prerequisite: Pl 131. *Required of all degree students as Christian culture. Second semester course.* Two credit hours.

Thursday, 6:40 to 8:20.

Fr. Uhl

133. **Origins of Modern Philosophical Problems.** A study of modern experiments in metaphysics and epistemology; the revolt against Christian philosophy; solutions of these modern problems. The course is based on Gilson's *Unity of Philosophical Experience* and appropriate documentation from modern philosophers. *Second semester course.* Three credit hours.

Offered in 1952-53.

137. **The Great Books.** It has become something of a tradition in the reading of the great books to avoid any conclusions—as though conclusions as such were always suspect if not simply wrong. On the other hand Catholics have been criticized for having all the answers but none of the questions. It will be the purpose of this course to confront students, through the books, with some of the great questions, and, as far as possible, to reach the true and necessary answers. The method will be dialectical. The underlying assumption is that the teacher's formulation of precise questions enables the student to discover the truth for himself. *First semester course.* Three credit hours.

Thursday, 6:40 to 9:15.

Dr. Schwartz

140. **History of Christian Philosophy, I.** An historical study based on Gilson's *Spirit of Medieval Philosophy* treating of Christian philosophy and the problem of reason and faith, and a comparison of Greek with Christian philosophers on metaphysical questions. Three credit hours. Not offered in 1953-54.

141. **History of Christian Philosophy, II.** A continuation of Pl 140 emphasizing the problem of Christian philosophy in relation to the philosophy of man, morals, and society. Three credit hours. Not offered in 1953-54.

152. **Texts of St. Thomas.** Reading and discussion of texts from the *Summa Theologica* with a view to developing a mature understanding of the supernatural life and doctrine as it is founded on the natural. In the latter connection the relevance of St. Thomas's teaching to contemporary problems in the different arts and sciences will be emphasized. Three credit hours.

Offered in 1952-53.

153. **Texts of St. Thomas.** Continuation of Pl 152. Three credit hours.
Tuesday, 6:40 to 9:15. Dr. Schwartz

Psychology (Ps)

Any declaration of the general aim of the department of Philosophy would be to define philosophy itself. The student, however, may assure himself that a well-advised selection of courses and serious study will result in a recognition of the unity of knowledge and a helpful alignment of fields of study; acquaintance with the organization of mental life together with development and control of its various processes; a power of such constructive criticism as is reasonable, unbiased, and tolerant; a stimulation of talent for speculative and practical thought; illumination of the rational foundations of religion; an enlarged appreciation of the dignity of human nature, and a philosophy of life which conforms to the best traditions of Christian civilization.

32. **Psychology of Learning.** A study of the results and methods of experimental psychology which contribute to an understanding of human development and learning. *First semester course.* Two credit hours.

Not offered in 1953-54.

- 33-34. **General Psychology.** This course, introductory to all courses in psychology, discusses the organic basis of human activity and the basic mental processes. Attention is given to the findings of experimental research as correlated with the philosophy of man. *Two semester course.* Four credit hours. Two sections.

Tuesday, 6:40 to 8:20.

Dr. Harkins

Thursday, 6:40 to 8:20.

Mr. LaGrange

Thursday, 8:25 to 10:10.

Mr. LaGrange

104. **Psychology of Motivation.** This course investigates the unconscious and conscious roots of human action. Reflex acts and their implications in and influence upon human conduct. The feelings and emotions, human impulses, instincts, aspiration, conflicts. The mechanisms of sublimation and compensation. The phases of ideo-motor action, conceptual and voluntary human control. *Second semester course.* Two credit hours.

Not offered in 1953-54.

111. **Rational Psychology.** Same as Philosophy of Man. Cf. Catalog p. 78.

134. **Child Psychology.** The genetic study of growth and development; hereditary and environmental factors; early and later childhood to puberty. Special problems at various age levels. *First semester course.* Two credit hours.

Offered in 1952-53.

135. **Psychology of Adolescence.** Impulses, emotions, and attitudes of the adolescent boy and girl as individuals and in the sphere of social and religious ideals. *Second semester course.* Two credit hours. Offered in 1952-53.

136. **Abnormal Psychology.** A brief review of all the ailments known as psychopathies; definitions and factors implied in genesis, development, background of nerves, glands, and sex. The purely psychogenic disorders. The study of functional psychopathies, discussion of hereditary factors, individual constitution, modern conditions of life; the social, legal, and ethical implications of insanity, crime, accountability. Anxiety neurosis. *First semester course.* Two credit hours.

Thursday, 6:40 to 8:20.

Dr. Hamel

142. **Mental Hygiene.** A review of the modern medical and clinical methods of psychotherapy. Etiology, prognosis, prophylaxis. Treatment of juvenile psychopathies, and of the physical, mental, and emotional deviations peculiar to the adolescent; the question of sex enlightenment. Psychiatric social service. Appreciation and criticism of the various systems of mental healing. The role of religion. *Second semester course.* Two credit hours.

Thursday, 6:40 to 8:20.

Dr. Hamel

143. **Applied Business Psychology.** Introduction to psychology applied to life and work; personality development and the adjustment concept; predicting and influencing the behavior of the individual, of the group; and principles of research for the student of applied psychology. *Offered each semester.* Two credit hours.

Tuesday, 6:40 to 8:20.

Staff

151. **Modern Psychological Problems.** A brief outline of the problems involved in the evolution of the science of psychology. It embraces the contributions of Descartes, Locke, Hume, Kant, and the Kantians. The development of the theories of association. True and false theories concerning the psychology of religion, magic, spiritism, telepathy. The outworn theories of mental healing, phrenology, and demonology. Problems of adolescence, psychic storm and stress in old and young. Various problems will be approached in an easy and popular way, and in the style of free discussion. *First semester course.* Two credit hours. Not offered in 1953-54.

152. **Modern Psychological Problems.** A continuation of Ps 151. The present status of experimental psychology, its apparatus, paraphernalia, methods. Suggestion, psychoanalysis, split personality theories, phobias, scruples, hypnosis, behaviorism, and Gestalt psychology. *Second semester course.* Two credit hours.

Not offered in 1953-54.

- 153. Freudian Psychoanalysis.** A reformulation of the theory of Freudian psychoanalysis in the light of the perennial truths of natural reason and of Faith. Case histories of neurosis and psychosis will be analyzed and the corresponding Freudian therapy will be evaluated and restated as required by the true nature of man. In this way the course aims to assimilate the discoveries and techniques of psychoanalysis to Catholic philosophy. *First semester course.* Two credit hours.
Not offered in 1953-54.
- 154. Freudian Psychoanalysis.** A continuation of Ps 153. *Second semester course.* Two credit hours.
Not offered in 1953-54.
- 160-161. Psychological Counselling in Human Relations.** Study of psychological principles as applied to counselling in human relations in industry, education, social and correctional work and related fields. Counselling situations illustrated by case histories. *Two semesters.* Four credit hours.
Offered in 1952-53.
- 162. Personality Problems.** Maladjustments; behavior handicaps; aggressiveness; phobias; the intangibles of personality. *First semester course.* Two or three credit hours.
Not offered in 1953-54.
- 165. Psychology of Crime.** Study of psychological factors involved in criminal behavior, the kind of people who come in conflict with the law, and the conditions that contribute to crime. Consideration of the history and development of penology, parole, and probation and the role of psychiatry, psychology, and social casework in rehabilitation. Discussion of the principles involved in law enforcement, institutional treatment, and correctional programs. *First semester course.* Two credit hours.
Tuesday, 6:40 to 8:20. Mr. Cunningham
- 166. Psychology of Crime.** A continuation of Ps 165. *Second semester course.* Two credit hours.
Tuesday, 6:40 to 8:20. Mr. Cunningham
- 173. Industrial Psychology.** A review of the principles of sound psychological procedure as applied to personnel in commerce and industry. A correlated study of personnel management and industrial relations concerning both capital and labor. Concentration upon the human element in American industry. Lectures by plant and industrial psychologists. Prerequisites: Ps 33, 34; Ec 171. *Second semester course.* Two or three credit hours.
Not offered in 1953-54.

Secretarial Practice

The Secretarial Practice course is designed to prepare students who wish to reach positions of responsibility through secretarial openings. Necessarily, stress is laid on work which will develop skill in Bookkeeping, Shorthand, Typewriting, and English. Well-grounded in this foundational work, the student is better prepared for such fields as Accounting, Economics, and Business Law. Thus trained, he may view business activity as an integrated whole, and see the significance of his own work. Only through such a basic understanding can the secretarial worker be prepared for the opportunities for advancement that his position is likely to offer him. Further, a liberal allowance of cultural courses is suggested in order that the student may attain the necessary background for a pleasing and interesting personality. The secretarial worker's constant association with executives makes the development of an intellectual background highly desirable.

- A. **Typewriting.** Use of the typewriter and exercises for accuracy and speed; practice in writing and arranging simple business letters and manuscript copy. *Two semester course.* Non-credit.

Tuesday and/or Thursday, 6:40 to 8:20.

Mrs. Rueger

- B. **Beginners' Shorthand.** A beginning course in shorthand designed for students who wish to prepare themselves for secretarial work; Gregg shorthand theory applied in reading and writing practice. *Two semester course.* Non-credit.

Monday and Wednesday, 6:40 to 8:20.

Dr. Wenner

- C. **Dictation.** A review of the principles of Gregg shorthand; dictation and speed practice; typewriting speed tests. *Two semester course.* Non-credit.

Thursday, 6:40 to 9:15.

Dr. Wenner

Ac 1. Bookkeeping.

(Cf. page 48 for course description.)

En 1-2. Practical English: Spoken and Written.

(Cf. page 61 for course description.)

En 21, 22. Business English.

(Cf. page 62 for course description.)

Sociology (So)

The courses in the department of Sociology are planned to meet the need of intelligent interest in the social structure; to acquaint the student with the problems of the social order; to correlate in the student's mind the purposes and work of social agencies; to test proposed programs of reform and reconstruction in the light of science, philosophy, and religion; to prepare advanced students for graduate and professional study in the fields of sociology and social work.

So 31 and Ec 33 and 34 are introductory to *upper division* courses. Advanced students should lay their field of concentration in the departments of philosophy, psychology, economics, and sociology under the direction of the department of Sociology.

- 31. Introduction to Sociology.** Foundational postulates of a science of society; evolution of social theory; psychological, ecological, and cultural approaches to a study of man and social institutions; problems of race and population; sociological features and functions of the family; sociology of the state. *First semester course.* Two credit hours. Not offered in 1953-54.

Upper Division Courses

- 103. Economics and Problems of Labor.**
(Cf. page 55 for course description.)
- 125. Marriage.** The nature and the social and religious function of the institution of marriage; effects of social forces; the form of marriage; preparation for marriage; marriage legislation; causes of success and failure; necessity of stability and of monogamy. *First semester course.* Two credit hours.
Tuesday, 8:25 to 10:10.
Thursday, 6:40 to 8:20. Fr. Shields
- 126. The Family.** The history, development, social needs, and normal standards of family life; problems of divorce and birth control in relation to family stability; the family, the state, and the Church. *Second semester course.* Two credit hours.
Tuesday, 8:25 to 10:10.
Thursday, 6:40 to 8:20. Fr. Shields
- 132. Christian and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic and political relationships of the individual. Given as Pl 132. Prerequisite: Pl 131. *Required of all degree students as Christian culture. Second semester course.* Two credit hours.
Thursday, 6:40 to 8:20. Fr. Uhl
- 195. Rebuilding the Social Order.** Genesis and evolution of Christian social theory; economic institutions; property, ownership, wage-contracts, labor unions, occupational groups as set forth in papal pronouncements; socio-economic theory of wages; hierarchy of social institution in the framework of a Christian society; corporation; role of religion and morality in social reconstruction. Given as Ec 195. *Second semester course.* Two credit hours. Not offered in 1953-54.

Speech (Ex)

The courses offered in this department have been planned to meet the needs of men and women who realize the advantages of fluency and persuasiveness in private conversation and before group audiences, large or small. The problems involved in oral development are varied and individual, and the courses aim at their solution through a progressive treatment of each. The courses in Speech have as their final objective a personal training of business or professional people who wish to organize their ideas logically, to converse intelligently, and to speak with force, interest and conviction.

- 1-2. **Principles of Speech.** This is a practical course in effective speaking. Its purpose is two-fold, training in good speech habits for everyday conversation, and preparations for speech occasions of a business and social nature. Living principles of successful speakers are applied to individual speaking experiences. Essentials are centered around three basic concepts, surveying the speech problem, building the speech, and oral practice. Special skills in voice, diction, and gestures are emphasized through actual speaking practice in the classroom. Application is also made to the fundamentals of effective radio speech. *Two semester course.* Four credit hours. Two sections.

Tuesday, 6:40 to 8:20.

Mr. Gartner

Thursday, 8:25 to 10:10.

Mr. Maupin

3. **Advanced Speech.** This course emphasizes actual practice in the advanced types of speech. Instruction and training are provided for the basic forms of Discussion, Debate, and Parliamentary Practice. Practical methods are discussed for continual improvement in the rudiments of speaking: Voice, Body Movement, Diction, Speech Composition. Prerequisite: Ex 1 and 2. *First semester course.* Two credit hours.

Not offered in 1953-54.

4. **Advanced Speech.** A continuation of Ex 3. *Second semester course.* Two credit hours.

Not offered in 1953-54.

8. **Radio Technique.** The object of this course is to provide specialized training for radio speaking. The four essentials of radio broadcasting are studied and practiced: clarity, word emphasis, conversational mode and timing. Field study of commercial broadcasting by visits to radio stations. Microphone techniques are taught by speaking over public address system and in radio station. *Second semester course.* Two credit hours.

Not offered in 1953-54.

11. **Principles of Acting Technique.** A fundamental introduction to basic principles of acting, beginning with pantomime, emotional sense memory, realistic and stylized forms of expression. *First semester course.* Two credit hours.

Not offered in 1953-54.

12. **Principles of Acting Technique.** A continuation of first semester principles with studies in characterization and laboratory work in practical application of theories, with student work-shop productions. *Second semester course.* Two credit hours.

Not offered in 1953-54.

Theology (Th) and Christian Culture

To attempt to educate the youth of our land intellectually only, without any regard for his moral and religious training, is to neglect the most essential part of his education. Without solid moral and religious training no person can live an acceptable life, either as an individual or as a member of society. Appalled by the nation-wide lawlessness and disrespect for authority, civic leaders and educators are finally convinced that the present system of public education is a failure because it excludes religious training from the school curriculum.

It should be noted that the problem of morality affects the non-Catholic as well as the Catholic. Consequently, every person should be able to prove not only the existence of God, but also the existence of a moral law which binds him to do what is right and to avoid what is wrong.

Moreover, intelligent men and women should know the answers to such questions as: Is one religion as good as another? Is Christian revelation in conflict with science or human reason? Does man need and does he receive help from God? What is the rational and Christian solution to the present day problems of war, euthanasia, sterilization, sex, social justice? What is the rational and Christian attitude toward marriage, divorce, birth-control?

Answers to these and kindred questions will be given and discussed in the courses listed below. Fair-minded seekers-for-truth, Catholic and non-Catholic, will find in these courses sound doctrinal reasoning and its practical application for a better moral, social, and economic structure.

5. **Moral Guidance.** A study, in the light of Revelation, of the general principles governing human acts, personal responsibility, conscience, law, sin, and virtue. The Ten Commandments are treated individually and at length; the duties of various professional groups are outlined. *Second semester course.* Two credit hours.

Thursday, 6:40 to 8:20.

Fr. Wenzel

10. **The Church.** The divine authority of the Church of Christ proved by arguments drawn from history and reason; the claims of Christ to divinity; the establishment of His Church, its divine authority, its characteristics and identification; the government of the Church;

papal primacy and infallibility. *First semester course.* Two credit hours.

Tuesday, 8:25 to 10:10.

Fr. Osuch

30. **Creation and Redemption.** A rational explanation of Catholic teaching on the nature of God, the creation of the universe, the origin of life and of living species, the origin of man and his fall, the theory of evolution as an explanation of the universe. In the second half of the course are studied the Incarnation of Christ, the redemption of the human race, the fruits of Christ's life and death applied to the individual by grace. *First semester course.* Two credit hours.

Thursday, 6:40 to 8:20.

Fr. Wenzel

31. **Christian Origins.** Philosophical and historical foundation for the truths of Christianity; proofs of the existence of God; spirituality and immortality of the human soul; insufficiency of natural religion; the probability and signs of revelation; historical value of the Gospels. *Second semester course.* Two credit hours.

Tuesday, 8:25 to 10:10.

Fr. Osuch

32. **The Sacraments.** The meaning, number, condition of validity, effects, and necessity of the Sacraments in general. The Sacraments in particular. Special attention is given to the understanding, appreciation of, and the manner of participating in the Holy Sacrifice of the Mass. *First semester course.* Two credit hours.

Tuesday, 6:40 to 8:20.

Fr. Nolan

Christian Culture

All candidates for a degree must have completed four of the courses listed below.

- Ec 187. **Philosophy of Communism.** The fundamental principles of Marxist Communism; their origins in the writings of Marx, Engels, Lenin and Stalin; their relative importance; popular and orthodox Communism; economic principles of Communism and their spiritual foundation; critical analysis of important contemporary arguments against Communism. *Second semester course.* Two credit hours.

Tuesday, 8:25 to 10:10.

Fr. Dimond

- Ec 189. **Christian Theory of Economics.** A study of elementary economics from the viewpoint of Christian ethics; a study of the Encyclicals of Popes Leo XIII and Pius XI as they affect the science of economics and business; an evaluation of Karl Marx's *Communist Manifesto*. A course planned to help the future business man plan a code of ethics founded on solid Christian principles basic to effective living in a democratic society. *First semester course.* Two credit hours.

Tuesday, 8:25 to 10:10.

Fr. Besse

- En 136. World Literature: Middle Ages.** A study of Dante and the *Divine Comedy*. *First semester course*. Three credit hours.
Not offered in 1953-54.
- En 188. Catholic Literature.** This course is designed to be a comprehensive view of Catholic culture and civilization reflected in English Literature, beginning with the Apostolic Age and continuing through the centuries to the present day. *First semester course*. Three credit hours.
Wednesday, 6:40 to 9:15. Mr. J. Nolan
- En 189. Catholic Literature.** This course will include lectures on Newman, Thompson, Hopkins, Johnson, Chesterton, Merton and Lowell. *Second semester course*. Three credit hours.
Wednesday, 6:40 to 9:15. Mr. J. Nolan
- En 192. Chesterton.** A study of the life and work of Gilbert K. Chesterton as a man of letters and as an able expositor of the Catholic faith. Two credit hours.
Not offered in 1953-54.
- Hs 111. The Early Middle Ages, 300-1300.** The outstanding personages and events during the period when Europe became Christian. Social and economic trends are stressed. *First semester course*. Two credit hours.
Not offered in 1953-54.
- Hs 112. The Late Middle Ages, 1300-1500.** A continuation of Hs 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. *Second semester course*. Two credit hours.
Not offered in 1953-54.
- Hs 149. The Catholic Church in the United States.** The origin, difficulties, expansion, consolidation, influence and progress of the Catholic life. Internal and external opposition. Catholic education, and complete participation in American life. *First semester course*. Three credit hours.
Offered in 1952-53.
- Pl 132. Christian and Social Ethics.** A philosophical exposition of the rights and duties of the individual on the basis of ethical norms; the origin and theories of society; the social, economic, and political relationships of the individual. Prerequisite: Pl 181. *Required of all degree students*. *Second semester course*. Two credit hours.
Thursday, 6:40 to 8:20. Fr. Uhl

Pl 137. The Great Books. It has become something of a tradition in the reading of the great books to avoid any conclusions—as though conclusions as such were always suspect if not simply wrong. On the other hand Catholics have been criticized for having all the answers but none of the questions. It will be the purpose of this course to confront students, through the books, with some of the great questions, and, as far as possible, to reach the true and necessary answers. The method will be dialectical. The underlying assumption is that the teacher's formulation of precise questions enables the student to discover the truth for himself. *First semester course.* Three credit hours. Thursday, 6:40 to 9:15. Dr. Schwartz

So 125. Marriage. The nature and the social and religious functions of the institution of marriage; effects of social forces; the form of marriage; preparation for marriage; marriage legislation; causes of success and failure; necessity of stability and of monogamy. *First semester course.* Two credit hours. Two sections. Tuesday, 8:25 to 10:10. Thursday, 6:40 to 8:20. Fr. Shields

So 126. The Family. The history, development, social needs, and normal standards of family life; problems of divorce and birth control in relation to family stability; the family, the state, and the Church. *Second semester course.* Two credit hours. Two sections. Tuesday, 8:25 to 10:10. Thursday, 6:40 to 8:20. Fr. Shields

So 195. Rebuilding the Social Order. An analysis of the papal encyclicals on the condition of the working classes and the reconstruction of the social order. *Second semester course.* Two credit hours. Not offered in 1953-54.

Short Courses

The Short Course is an educational device especially suited to the mature man and woman, who desire to have something presented to them in their leisure hours which stimulates thought, which brings information, which arouses new curiosities, which introduces them to new skills, but who are unwilling to be confined or hampered by academic credit, terms and examinations.

The Short Course usually consists of lectures and discussions over a period of six to ten weeks. Any educational method or technique may be used by the professor. The members of the class along with the professor determine whether the pace be slow or fast, penetrating or discursive.

S1-1. Preparation for Listening. Discussion of the various forms of symphonic music to prepare the listener for a better appreciation of the beauty and art in this medium of expression. Recordings used for demonstrations.

- S1-2. Understanding the Ballet.** An introduction to the principles of the ballet and the techniques and devices employed in this art form.
- S2-1. Law for the Layman.** Informal discussions of simple legal problems affecting business and private affairs in sales, wills, domestic relations, conveyances, mortgages, taxes, and debtor-creditor relations. The use of forms. Legal services. Retention of counsel.
- S2-2. Parliamentary Procedure.** A series of practice sessions on how to conduct a meeting effectively and with assurance. The use of Robert's *Rules of Order*.
- S3-1. Literature of the Bible.** The historical, lyrical and prophetic writings of the Hebrews in translation.
- S3-2. Chesterton.** A study of the life and work of Gilbert K. Chesterton as a man of letters and as an able expositor of the Catholic Faith.
- S3-3. Understanding What You Read.** A course designed to develop skill in reading with understanding. Exemplary writings in politics, drama, history and science are subjected to analysis based not only on general principles of reading but also on the special problems of various kinds of texts.
- S5-1. Philosophy and the Drama.** A discussion and comparison of the philosophies of life in the dramas of Sophocles, Shakespeare and in the modern dramas as exemplified in Tennessee Williams and Arthur Miller.
- S5-3. Restoring the Family Circle.** A practical course dealing with the problems of modern family life and the solutions to these important problems.
- S5-4. Understanding and Helping the Slow-Learning Child.** What is a slow-learner? Can mental retardation be prevented or "cured"? What should the slow-learner be taught? How can the slow child be helped at home? How does the slow child differ from the normal individual in behavior, learning, emotions, total personality? Answers to these and many other questions will be given and explored. Additional discussions will cover the areas of social adjustment, mental hygiene, occupational guidance, recent development and research, proper attitudes for parents and relatives.
- S5-5. Ways to Emotional Maturity.** An informal discussion of the "ways to emotional maturity" and the means that must be taken to attain and retain emotional balance in an unbalanced world.
- S6-1. Mathematics in Review.** A practical and interesting review of high school mathematics. A general survey of the fundamentals of decimals, interest, fractions, algebra and geometry.

- S6-2. Real Estate Appraising and Valuations.** A discussion of the factors involved in land, residence and apartment appraisal.
- S6-3. Real Estate Appraising and Valuations.** A discussion of the factors involved in suburban business centers, downtown and industrial property.
- S6-4. A Practical Course for Home Builders and Buyers.** A discussion of the answers to such questions: To buy? to build? to remodel? in terms of today's conditions and costs.
- S6-5. Decorating Your Home.** An informal discussion of the principles of art; principles of interior decorating; color and color schemes, floor coverings and fabrics; furniture arrangement and room composition; proper placement of pictures and objects of art.
- S7-1. The Church—The Mystical Body of Christ.** A discussion of the Church as the Mystical Body of Christ; the impact this concept of the Church has on our daily lives.
- S7-2. Christianity and Freud.** The techniques commonly employed in psycho-therapy often spring from a confused idea of man, his origin and nature. A re-interpretation of these techniques in the light of the Christian faith is necessary before we can reap the real benefits which this method of cure can offer us. A discussion of the ideas herein involved will be most helpful not only to those professionally interested, but to any adult mind anxious to learn more about a technique with such a high potential for good.
- S8-1. The Human Side of Supervision.** A course in Industrial Relations in which the problems of supervision are approached from the human standpoint. Improved supervisory techniques will be stressed. The course is designed to assist supervisors or potential supervisors, Film strip presentations, self-rating measurements, visual presentations and group discussions will be utilized.



*No course in any department will
be given unless a sufficient number
of students apply.*

Jesuit Educational Association Colleges and Universities



ALABAMA

Spring Hill College, Spring Hill

CALIFORNIA

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University of Santa Clara, Santa Clara

University of San Francisco, San Francisco 17

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Regis College, Denver 11

DISTRICT OF COLUMBIA

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CONNECTICUT

Fairfield College, Fairfield

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MISSOURI

Rockhurst College, Kansas City 4

St. Louis University, St. Louis 3

NEBRASKA

The Creighton University, Omaha 2

NEW JERSEY

St. Peter's College, Jersey City 2

NEW YORK

Canisius College, Buffalo 8

Fordham University, New York 58

Le Moyne College, Syracuse 3

OHIO

John Carroll University, Cleveland 18

Xavier University, Cincinnati 7

PENNSYLVANIA

St. Joseph's College, Philadelphia 31

University of Scranton, Scranton 3

WASHINGTON

Gonzaga University, Spokane 11

Seattle College, Seattle 2

WISCONSIN

Marquette University, Milwaukee 3